

Collective Agreement

between

Winnipeg Regional Health Authority

Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Local 126

(Health Care Support Services)

April 1, 2012 to March 31, 2017

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*All changes appear in **bold**.

This Agreement made this 8th day of September, 2015

between

**Winnipeg Regional Health Authority
Selkirk Laundry Operations - Local 126**
(hereinafter referred to as the “Employer”)

of the first part

and

Manitoba Government and General Employees’ Union
(hereinafter referred to as the “Union”)

of the second part.

Article 1 Preamble

1:01 WHEREAS the right of sick and infirm persons to proper and uninterrupted health care services cannot be questioned, and it is therefore obligatory upon the Employer and all of its employees to maintain the efficient operation of the laundry services; and

WHEREAS it is the desire of both parties to this Agreement to:

- (a) Promote and encourage efficiency, cleanliness and productivity of operations; and
- (b) Maintain a harmonious relationship and establish settled conditions of employment between the Employer and the Union; and
- (c) Promote co-operation and understanding between the Employer and its employees; and
- (d) Recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, hours of work, and scale of wages; and

- (e) Promote the morale, well-being and security of the employees in the bargaining unit;

NOW THEREFORE, the Union on behalf of all employees, and the Employer, in consideration of the mutual covenants contained herein, hereby covenant and agree as follows:

Article 2 Definitions

For the purpose of this Agreement, the following terms shall have the meaning indicated herein or as mentioned elsewhere in the Agreement.

- 2:01** “Union” is the Manitoba Government and General Employees’ Union.
- 2:02** “Employer” is the WRHA Laundry Operations Selkirk site.
- 2:03** “Day of Rest” in relation to an employee means a day other than a holiday as indicated herein on which an employee is not ordinarily required to perform the duties of his position.
- 2:04** “Leave of Absence With Pay” means to be absent from duty with permission and with pay.
- 2:05** “Leave of Absence Without Pay” means to be absent from duty with permission but without pay.
- 2:06** “Schedule A Rates of Pay” means the hourly rates of pay in Schedule “A” in this Agreement and any terms of any Article of this Agreement affecting the Schedule A Rates of Pay.
- 2:07** “Overtime” shall be all time authorized by the Employer and worked in excess of regular daily or bi-weekly hours of work as specified in Article 35.
- 2:08** “Straight Time Rate” means the hourly rate of remuneration paid to each employee under the Schedule A Rates of Pay.
- 2:09** “Time and One-Half” means one and one-half times (1½x) the straight time rate.

- 2:10** “Double Time” means twice (2x) the straight time rate.
- 2:11** “Full-time Employee” means a person who regularly works the full hours specified in Article 35.
- 2:12** “Part-time Employee” means a person who regularly works less than full-time hours, as per Article 35, on a regular and recurring basis.
- (a) (i) Part-time employees who indicate in writing to the Employer that they wish to work additional hours shall be offered such work when available providing they are able to perform the required duties. Such additional hours shall be allocated as per seniority amongst those employees who have requested additional hours. Part-time employees will be given the first opportunity to work additional hours/days prior to bringing in casual employees. It is further understood that such additional hours shall be offered only to the extent that they will not incur any overtime costs to the Employer.
- (ii) Should a part-time employee as described in (i) above refuse to report for work on three (3) occasions in a calendar year when requested and without an explanation satisfactory to the Employer, she will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.
- (iii) (A) Where a part-time employee is unable to work all or part of any additional hours for any reason, payment shall be made only in respect of hours actually worked.
- (B) Additional hours worked by a part-time employee which are paid at straight time rates shall be included in the determination of seniority.
- (C) Additional hours worked by a part-time employee which are paid at straight time rates shall be included when determining an employee’s earned vacation pay, accumulated income

protection credits, and general holiday pay in accordance with sub-article (g).

(D) When a part-time employee is scheduled to work additional shifts for a period of time as described under Article 2:16 (Term Position), she shall be entitled to income protection benefits and bereavement leave.

(E) Whenever an employee is called in to work within one (1) hour of the start of the shift and reports for duty within one hour of the start of the shift, she/he shall be entitled to pay for the full shift. In such circumstances, the scheduled shift hours shall not be extended to equal a full shift.

(b) Part-time employees are entitled to the benefits provided for under this Collective Agreement on a pro-rata basis based on their regular hours worked. Part-time employees shall be paid the hourly rates of pay for their classification as shown in Schedule “A” of this Agreement and such hourly rates shall not be pro-rated. Without limiting the generality of the forgoing, the following provisions shall apply.

(c) Income Protection in Case of Illness

Part-time employees shall accumulate income protection credits on a pro rata basis, in accordance with this formula:

$$\frac{\text{Hours paid at straight time rate}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$

(d) Part-time employees may claim payment from accumulated income protection credits only for those hours they were regularly scheduled to work but were unable to work due to illness, consistent with Article 2:12(a)(iii)(A).

(e) Annual Vacations

(a) Entitlement to Vacation Pay

Part-time employees shall earn and accrue entitlement to vacation pay on a pro-rata basis in accordance with the following formula:

$$\frac{\text{Hours paid at regular rate}}{\text{Full-time hours}} = \text{Prorating factor}$$

Example of Entitlement to Vacation Pay: Employee A is a part-time employee, listed as .5EFT. In the previous year, A worked more than .5 of the full-time hours, and in fact worked 1410 hours. A's entitlement to vacation pay would be based on a pro-rating factor of:

$$\frac{1,410}{2,015} = .7 \text{ Pro-rating factor}$$

(b) Entitlement to Vacation Time

Actual entitlement to vacation time for part-time employees shall be based on years of service as provided for in Article 16:03.

Example of Entitlement to Vacation Time: Employee "A" is in his/her 5th year of employment. Employee "A" is entitled to 20 working days per year of vacation time. For greater certainty, the term "working days" means days on which Employee "A" is regularly scheduled to work.]

(c) Entitlement to Receive Vacation Pay and Vacation Time

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article 16:05. During this initial procedure for vacation selection, part-time employees shall be allowed to indicate their preference up to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

$$\text{Prorating factor} \times \text{Entitlement to vacation time} = \text{Number of vacation days (working days)}$$

Example of Initial Selection: During the initial selection procedure set out at Article 16:05, Employee A shall have the right to indicate in writing his/her preference as to the following maximum number of vacation dates:

$$.7 \times 20 = 14 \text{ working days}$$

(ii) Selecting the Balance of the Vacation Time

After the initial selection set out in sub-section (i) above has been completed, the selection of the balance of vacation time shall be at the option of the part-time employee but shall be governed by the last sentence of paragraph 1 of Article 16:05.

[Example of Selecting the Balance of Vacation Time:

Employee A would have the option to select the following number of working days in order to exhaust his/her vacation time entitlement:

$$.3 \times 20 = 6 \text{ working days}$$

Alternate Example: In the event that Employee A chose to select 12 working days of vacation time in the initial selection, Employee A would have the option to later select up to 8 working days in order to exhaust his/her vacation time entitlement.]

(iii) Operational Requirements

The provisions of Article 16:05 dealing with operational requirements apply equally to the selection procedures set out in sub-sections (i) and (ii) above.

(iv) Receipt of Vacation Pay

Unless a part-time employee requests to be paid in accordance with one of the four options set out below, and to the extent that he or she still has unused vacation pay, a part-time employee shall be paid his or her regular rate of pay for the number of hours he or she was scheduled to work on the working day taken as vacation time. An employee may choose to request to receive vacation pay in accordance with the one of the four options:

- (a) Partial pay divided equally over his/her entire vacation time entitlement; or
 - (b) Full pay for vacation days up to such point as his or her vacation pay is exhausted; or
 - (c) A combination of (a) or (b) above; or
 - (d) Partial or full vacation pay as set out above for a portion of the vacation time and the balance of vacation pay in a lump sum regardless of whether the part-time employee intends to take any unused vacation time at a future date in the vacation year.
- (d) An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) for all hours worked and the vacation day will be rescheduled.

An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate or at the applicable overtime rate and the vacation day will be rescheduled as mutually agreed.

(f) General Holidays

Part-time employees will be paid four-point-six-two percent (4.62%) of their basic pay in lieu of time off on general holidays. Such holiday pay shall be included in each regular pay **deposit**.

(g) Overtime

Part-time employees shall be entitled to overtime rates when authorized to work in excess of the daily or bi-weekly hours of work as specified in Article 35.

(h) Increments

Part-time employees shall be granted increments upon completion of two thousand and eighty (2,080) hours paid at the employee's regular rate of pay. However, under no circumstance will an increment date occur less frequently than once every two (2) years.

(i) Bereavement Leave

(i) A part-time employee shall be allowed to take up to four (4) consecutive calendar days off, one (1) of which shall be the day of interment or cremation, in the case of the death of a parent, step-parent, spouse, child, step-child, ward of the employee, brother, sister, step-sibling, father-in-law, mother-in-law, common-in-law spouse, same sex partners, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, former guardian, fiancé and any other relative who has been residing in the same household at the time of his/her death; she shall receive pay at the basic rate for each scheduled hour of work within those four (4) days.

One (1) day may be retained for use in the case where actual interment or cremation is at a later date.

(ii) Bereavement leave as referenced in (i) above, shall be extended by up to two (2) additional consecutive days provided the part-time employee is required to attend a funeral in excess of two hundred and twenty-five (225) kilometres from the employee's home, or shall be granted at the Employer's discretion if the travel required is less than two hundred and twenty-five (225) kilometres from the employee's home. The part-time employee shall receive pay at the

basic rate for each scheduled hour of work within these two (2) days.

- (iii) The time off referenced to in Article 2:12(j)(ii) shall not be considered as needed during periods when a part-time employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.
- (j) Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer. Necessary time off up to one (1) day at basic pay may be granted by the Employer for an employee to attend a funeral as a mourner. No such request shall be unreasonably denied. Additional travel time shall not be compensated as per Article (i)(ii).
- (k) Compassionate Care Leave
 - (i) An employee shall be entitled to receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
 - (A) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
 - (B) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
 - (C) An employee may take no more than two periods of leave, totaling no more than eight (8) weeks, which must end no later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
 - (ii) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:

- (A) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - (I) The day the certificate is issued; or
 - (II) If the leave was begun before the certificate was issued, the day the leave began; and
 - (B) The family member requires the care or support of one or more family members.
- (iii) The employee must give the employer a copy of the physician's certificate as soon as possible.
- (iv) A family member for the purpose of this article shall be defined as:
- (A) A spouse or common-law partner of the employee;
 - (B) A child of the employee or a child of the employee's spouse or common-law partner;
 - (C) A parent of the employee or a spouse or common-law partner of the parent;
 - (D) Or any other person described as family in the applicable regulations of the Employment Standards Code.
- (v) An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this Section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
- (vi) Seniority shall accrue as per Article 16:04(d).

(vii) Subject to the provisions of Article 29:03, an employee may apply to utilize income protection to cover part of the two (2) week Employment Insurance waiting period.

(viii) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Bereavement Leave as outlined in Article 29:01.

2:13 “Casual Employee” is one called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage in accordance with Article 2:12(a)(i). For clarification, the Employer has the right to call in casual staff at straight time rates prior to incurring overtime rates for full-time and part-time staff. Casual staff shall not be called in to work at overtime rates unless the overtime assignment list (Article 36:15) has been exhausted. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:

- (a) Casual employees shall receive vacation pay biweekly at the rate of six percent (6%) of the regular hours worked in a biweekly period.
- (b) Casual employees shall be paid not less than the start rate of the position to which they are assigned.
- (c) Casual employees required to work on an observed holiday shall be paid at the rate of one and one half times (1½x) their basic rate of pay.
- (d) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 36.
- (e) The Employer agrees to deduct Union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 9.
- (f) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.

- (g) Article 25 applies to casual employees.
- (h) Article 26 and 27 herein apply only with respect to the terms of this Article.
- (i) A casual employee reporting for work as requested by the Employer and finding no work available shall be guaranteed three (3) hours pay at her basic rate of pay.
- (j) Casual employees will be paid four-point-six-two percent (4.62%) of their basic pay in lieu of time off with pay on general holidays. Such holiday pay shall be included in each regular pay **deposit**.
- (k) Retroactive to December 1, 2003 casual employees shall accumulate seniority on the basis of all regular hours worked. Calculations of such seniority shall be completed by the Employer within one hundred twenty (120) days of the date of ratification of this Agreement.

Such seniority accrual shall not exceed daily full-time hours in accordance with Article 35.

Casual employees shall be entitled to utilize seniority earned for the purpose of attaining a permanent or term position, subject to Article 18. Such seniority will be for the sole purpose of applying for a job posting relative to other casual employees and only where there are no qualified full-time or part-time applicants currently in the bargaining unit.

Seniority hours accrued during the period of casual employment shall not be carried over to permanent or term employment. Seniority hours accrued during a term position shall be retained by that employee upon return to casual status.

Effective the date of ratification, increments for casual employees will be earned based on seniority hours accrued, and on the basis of one (1) increment upon completion of the full-time equivalent hours, in accordance with Article 35. Such increment shall be applied on the first

day of the first pay period following completion of the full-time equivalent hours.

- (l) Effective June 1, 2005, Casual employees shall be entitled to shift premiums as outlined in Article 10:01.
- (m) Effective the date of ratification, Casual employees shall be entitled to meal allowances in accordance with Article 36.
- (n) Casual employees shall be entitled to retroactive salary increases on the same basis as full-time and part-time employees.

2:14 “Steward” means an employee elected by the Union to represent the Union, or other employee(s), or both in the handling of complaints and grievances.

2:15 “Union Negotiating Committee” means two (2) employees elected by the Union whose duties are to negotiate, with a Staff Representative of the Union and any other Union personnel, a revision and renewal of the Collective Bargaining Agreement.

2:16 A “Term Position” shall be for a specific time period or until completion of a particular project within a specific department, of a minimum duration of three (3) months and a maximum duration of one (1) year. This period may be extended if the Employer so requests and the Union agrees.

- (a) When the Employer determines that a term position as described above exists, the position shall be posted and filled in accordance with Article 18. All employees may apply for the term position. The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional hours occurring as a result of filling of the last position posted, shall be offered to part-time employees in accordance with Article 2:12. Upon completion of the original term position, the employees shall be returned to their former positions.
- (b) For situations related to Workers Compensation Board (WCB) and/or illness and/or accident, or where a definitive expiry date cannot be

specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours' notice of return of the current incumbent to her position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.

- (c) An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit.
- (d) In case an employee on maternity or parental leave wants to exercise her right to return from such leave earlier than anticipated, having given appropriate notice as per Article 32:06, the Employer shall state on the job posting that the said term position is a "maternity or parental leave of absence term" which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one pay period, whichever is longer. Any term positions directly resulting from the filling of such a term position will be posted in the same manner.

2:17 "Term Employee" means an employee hired into a term position. Unless otherwise specified in this Agreement, such employee is covered by the terms of this Agreement.

- (a) A term employee shall be entitled to exercise his seniority rights to obtain a vacant position for which he is qualified prior to the expiration of his term position. A temporary employee may be required to complete the term position for which he was engaged.
- (b) A term employee who is awarded a posted position prior to the end of his term position, shall have his service connected for seniority purposes.
- (c) A term employee shall have no seniority rights in matters of demotion, lay-off and recall.

- (d) A term employee shall not be terminated and re-hired for the purpose of extending the period of employment in the same term position without prior approval of the Union. Where a temporary employee completes his term position and is the successful applicant for a different consecutive term position, it shall not be deemed to be an extension of the original term position.
- (e) A term employee may be required to complete a further probationary period to a maximum of three months upon being awarded another position within the bargaining unit.

2:18 A full-time or part-time employee who resigns and who, within thirty (30) calendar days, is rehired as a casual employee shall be paid at the same increment step as she received in her former position.

Article 3 Recognition and Scope of Bargaining Agent

- 3:01** All terms of this Agreement shall apply, as herein stated, to all employees of WRHA Laundry Operations Selkirk site, unless otherwise stated.
- 3:02** The Employer recognizes the Manitoba Government and General Employees' Union as the sole and exclusive bargaining agent for all employees covered under Certificate Number MLB-6092 issued under the Labour Relations Act by the Manitoba Labour Board, or subsequent amendments, or as may be granted voluntary recognition by the Employer.
- 3:03** If the Employer and the Union disagree as to whether a person is an employee within the terms of the Manitoba Labour Relations Act and appropriate for inclusion within this Agreement, then either or both of them may refer the matter to the Manitoba Labour Board for ruling.
- 3:04** If the Manitoba Labour Board rules that such person is an employee within the terms of the Manitoba Labour Relations Act, and appropriate for inclusion in this Agreement, then the Employer and the Union agree to meet forthwith to negotiate the classification and salary schedule for that employee, for inclusion in this Agreement. If the Employer and the Union are unable to

reach an agreement on the classification and/or salary schedule, either party may refer the matter to arbitration in accordance with Article 27.

- 3:05** Persons whose jobs are not classified within the bargaining unit shall not work on jobs on a regular and recurring basis which have been determined as being within the bargaining unit except where it has been mutually agreed upon by both parties or in the case of training or emergency.

“Training” by out of scope staff would include training on changes to process, techniques, technology, machinery, Workplace Safety and Health etc.

“Emergency” shall mean any critical equipment or system failure which directly affects safety, health or production.

Article 4 Duration of Agreement

- 4:01** The terms of this Agreement shall become effective from and including **April 1, 2012**, and shall continue in effect up to and including **March 31, 2017**, and shall remain in force and effect from year to year thereafter unless written notice of request to negotiate a revision of this Agreement is given by either party in accordance with the terms of this Agreement. The parties hereto agree that while negotiations for a renewal or a revision and renewal of this Agreement are continuing this Agreement shall remain in full force and effect without change.

- 4:02** It is agreed that the salary provisions of this Agreement shall be paid retroactive to **April 1, 2012**, only to those employees in the employ of the Employer on the date of the ratification of this Agreement.

Article 5 Continuance of Operations

- 5:01** The Union, on behalf of all employees, hereby agrees and will take positive action to ensure that during the term of this Agreement, there shall be no slowdown or suspension of work, no strikes, or illegal picketing or any other interference with the business of the Employer. The Employer agrees that while this Agreement is in force there shall be no lockout of the employees.

- 5:02** In the event of a strike or lockout:
- (a) The Union agrees to give the Employer at least **two (2)** weeks (**fourteen [14]** days) written notice as to the intended time and date of strike action.
 - (b) The Employer agrees to give the Union at least **two (2)** weeks (**fourteen [14]** days) written notice as to the intended time and date of intended lockout.

Article 6 Management Rights

- 6:01** (a) The Union recognizes the sole right of the Employer, subject to the provisions of this Agreement, to exercise the normal functions of management, which shall include, without limiting the generality of the foregoing, the right to:
- (i) Direct the work of its employees;
 - (ii) Hire and promote, demote, discipline, suspend or discharge for just cause any employee;
 - (iii) Increase or decrease the work force as it sees fit;
 - (iv) Assign employees to jobs, transfer employees from job to job, and designate the place of work;
 - (v) Determine the duties of employees and methods of schedule of work, and to determine job content and classifications;
 - (vi) Determine the number and classifications of employees at any work station or location;
 - (vii) Make, alter and enforce rules and regulations;
 - (viii) Establish standards of volume, level and quality of work performance;
- (b) In any emergency declared by the Facility or disaster declared by EMO, employees are required to perform duties as assigned**

notwithstanding any contrary provision in the Collective Agreement.

Compensation for unusual working conditions related to such emergency or disaster will be provided in accordance with the Collective Agreement.

Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 13.

The importance of disaster plan exercises and fire drills is mutually acknowledged by the Employer and the Union and, to this end, participation of all employees is encouraged.

- (c) In the case of the significant breakdown of equipment or the destruction or partial destruction of the WRHA Laundry Operations Selkirk site, the parties agree that employees at the Selkirk site will be given first option to work at the Winnipeg site if management temporarily transfers work there and additional staff are required. If an insufficient number of staff volunteer to temporarily transfer, staff shall be assigned on the basis of reverse seniority unless the time of shift is different in which case the employee may request and may be granted an exemption from working if it causes undue hardship to the employee. If the exemption is granted, the employee would be placed on an unpaid leave of absence. The Employer will transport the employees from the Selkirk site to the Winnipeg site for this purpose. Time spent in transport will be considered paid time. It is understood that the Employer will endeavour to bring the Selkirk site back to normal operations as quickly as possible. If employees do work at the Winnipeg site or any other location not as yet identified, they will be covered by the current bargaining agent and current Collective Agreement.

6:02 In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

Article 7 Contracting Out

- 7:01** The parties hereto agree that the Employer may contract or subcontract work out as required, but not in a manner that would deprive employees in the employ of the Employer as of the date of signing of this Agreement of their continued employment and their existing salary rates and other benefits under this Agreement at the time of such action.
- 7:02** For purposes of this Article “Benefits” shall refer only to benefits specifically provided in this Collective Agreement and shall not refer to terms and conditions of employment not contained in this Agreement.
- 7:03** The existing salary rates of employees who may be placed in a lower paying position will be red circled until salary rate(s) of the position(s) occupied catches up to the salary rate being paid the employee(s) in question.

Article 8 Notice for Collective Bargaining

- 8:01** Should either party desire to propose changes to this Agreement, they shall give notice in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of the proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new Agreement.
- 8:02** This Agreement may be amended during its term by mutual agreement.
- 8:03** It is agreed that neither the Union nor the Employer shall sanction or consent to any strike or lockout during the term of this Agreement and further, no employee in the unit shall strike during the term of this Agreement.

Article 9 Union Security

9:01 The Employer shall cause a new employee to be introduced to a steward of the Union on the first day of employment.

9:02 All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire. The Union will provide the Employer with Union membership application forms. The Employer shall distribute said application forms within its employment process and advise new employees that they must be a member of the Union to work in the facility.

The new employee will be directed to fill out the form and give it to the Union's designated officer at the facility.

9:03 The Employer agrees to deduct the amount of **monthly** dues as **determined** by the Union **from all earnings negotiated under the terms of the Collective Agreement and includes regular wages, overtime, shift and call out premiums, retroactive pay, sick leave, vacation pay and any or all other forms of income from each and every employee covered by this Agreement.** The Employer also agrees to deduct from each and every employee covered by this Agreement the amount of any general assessment levied by the Union, with the provision that such an assessment shall normally be limited to one (1) per calendar year.

9:04 The Employer will remit to the Union monthly, any monies deducted with a list of employees and casual employees from whom deductions have been made.

The Employer shall also provide the following data to the Union at the time of remission of Union dues: Employee's bargaining unit, classification, **employee number**, work location and home address. The Employee's address shall be excepted only when an employee has expressly instructed the Employer in writing that due to security concerns personal information should not be disclosed to any third party.

- (a) **This information may only be used by the Union for the purpose of communicating with its members.**
- (b) **The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with FIPPA.**

9:05 The President of the Local Union or other elected official shall be granted fifteen (15) minutes of orientation to acquaint new employees falling within the scope of this Agreement with the fact that a Union Agreement is in effect and to indicate the general conditions, rights and obligations as they relate to employees.

9:06 Notwithstanding, any other provisions of this Agreement, upon written request from the Union, the Employer, shall, not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following:

- (a) The name of each employee within the bargaining unit; and
- (b) The classification of each employee within the bargaining unit; and
- (c) The current hourly salary of each employee within the bargaining unit.

Article 10 Premiums

10:01 An evening shift premium of one dollar (\$1.00) per hour shall be paid to an employee for all hours actually worked on any shift when the majority of the hours on that shift fall between 16:00 hours and the next succeeding 24:00 hours.

The evening shift premium shall be applicable to each hour worked after 16:00 hours on a modified day or evening shift during which at least two (2) hours are worked between 16:00 hours and the end of the shift.

- (a) **Employees required to work the majority of their hours on any shift between 00:01 hours and 08:00 hours, shall be paid a night**

shift premium of one dollar and seventy five cents (\$1.75) per hour for that shift.

Effective April 1, 2016, the night shift premium shall increase to one dollar and ninety cents (\$1.90) per hour.

Effective October 1, 2016, the night shift premium shall increase to two dollars and five cents (\$2.05) per hour.

10:02 A weekend premium of one dollar and thirty-five cents (\$1.35) per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours on the following Sunday.

Effective April 1, 2016, the weekend premium shall increase to one dollar and fifty cents (\$1.50) per hour.

Effective October 1, 2016, the weekend premium shall increase to one dollar and sixty-five cents (\$1.65).

Article 11 Discrimination and Harassment

11:01 The Employer and the Union jointly affirm that every employee is entitled to a respectful workplace which is free from discrimination and harassment.

11:02 **It is agreed** that there shall be no discrimination **against any employee by the Employer or the Union** based on:

- Ancestry, including colour and perceived race;
- Ethnic background or origin;
- Age;
- Nationality or national origin;
- Political belief, association or activity;
- Religion or creed;
- Sex, including pregnancy;

- Marital status or family status;
- Sexual orientation/**gender identification**;
- Physical or mental disability;
- Place of residence;
- Membership or non-membership or activity in the Union;

except as may be allowed under the Manitoba Human Rights Code.

11:03 The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment shall be treated in a confidential manner by both the Employer and the Union.

The definition of harassment shall consist of the definition contained in the Manitoba Human Rights Code **and The Workplace Safety and Health Act**, and shall further include the definition of harassment as set out in the Respectful Workplace Policy as may be amended by the Employer from time to time.

11:04 Wherever the singular or masculine gender is used in this Agreement, the same shall be construed as meaning the plural or feminine gender, where the context so admits or requires.

Article 12 Bulletin Board

12:01 The Employer shall provide space on the bulletin board for the Union to post notices of meetings and the Newsletter. The Employer has the right to remove these if they are considered damaging.

Article 13 Union Business

13:01 The Employer agrees to grant leave with pay to two (2) employees, designated by the Union, who shall serve as members of the Union

Negotiating Committee, at and for all bargaining sessions and meetings during collective bargaining between the Employer and the Union.

- 13:02** Upon at least one (1) weeks' notice the Union agrees to make application to the Employer for leave, on a wage recovery basis, for up to three (3) employees at any one (1) time, no more than two (2) of which can be from the same operating department who are:
- (a) The members elected as the representatives to their Union's Board of the Directors for attendance to their duties within the Board;
 - (b) The members elected as the delegates to the convention of the Manitoba Federation of Labour and to other like events of the organizations to which the Union is affiliated;
 - (c) The members who are elected as the delegates to the annual conventions of the Union for attendance at those conventions and for such other business of the Union.

The Employer agrees that he shall not unreasonably refuse such applications.

- 13:03** The Union agrees to reimburse the Employer for all wages and benefits paid to the employees on a leave under Article 13:02 upon receipt of a statement from the Employer as to the amount and for whom the wage recovery is claimed.
- 13:04** **Should an employee requesting Union Leave be scheduled for vacation at that time, the Employer shall credit the employee with alternate days of vacation equivalent to the number of days of approved Union Leave.**

Article 14 Recognition of Stewards

- 14:01** The Employer recognizes the right of the Union to select steward(s) to represent employees covered by this Agreement.

- 14:02** The Union agrees to provide the Employer with a list of steward(s) upon ratification of this Agreement, and shall notify the Employer of changes and amendments to this list as they occur.
- 14:03** The Union shall provide each steward with appropriate identification.
- 14:04** A steward shall obtain the permission of his immediate supervisor before leaving work to perform his duties as a steward. Such permission shall not be unreasonably withheld.
- 14:05** A steward of the Union has the right to:
- (a) Investigate complaints made by fellow employee(s);
 - (b) Assist employee(s) with the processing and presentation of a grievance up to the end of Step 2 of the grievance procedure.
- 14:06** A steward shall be regarded as on duty for all reasonable time spent in carrying out his duties on the premises of the Employer during regular hours.

Article 15 Job Descriptions

- 15:01** (a) **In the event that the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content or qualifications of an existing classification and providing that the new or revised classification falls within the bargaining unit, the Union shall receive a copy of the job description and accompanying salary range.**
- (b) **Unless the Union objects in writing within thirty (30) calendar days following such notification, the classification and salary range shall become established and form part of Schedule "A" of this Agreement.**
- (c) **If the Union files written objection, as per Article 15:01(b), then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.**

- (d) Failing agreement, the matter may be referred to arbitration in accordance with Article 27.
- (e) At any time after an employee has been in a classification for three (3) months, she shall have the right to request a review of her classification if she feels that the duties of the job have substantially changed from those of the classification job description.
- (f) The Employer will examine the duties of the employee, compare them with the job description and give a decision as to the validity of the request.
- (g) If the decision given is not satisfactory to the employee, she may then treat this request for change in classification as a grievance as laid out in Article 26.

If at any time the Employer changes an existing job description, the employee(s) and Union will receive the revised copy of same.

Article 16 Seniority

- 16:01** Seniority shall mean the total of all hours paid at the employee's straight time rate from the time the employee last entered the service of the Employer to the last time her name appears on the payroll.
- 16:02** Seniority of an employee will terminate only if:
- (a) He/she resigns voluntarily;
 - (b) He/she is dismissed and not re-instated under the grievance and/or arbitration procedures;
 - (c) He/she is on a continuous lay-off for more than twenty-four (24) months;
 - (d) He/she fails to report for work as scheduled or previously agreed to in writing at the end of a leave of absence, a layoff, or a suspension.

- (e) He/she is promoted or transferred out of the bargaining unit and has completed the trial period in the new position.

16:03 Seniority will continue to accrue if any employee:

- (a) Is on any period of paid leave of absence;
- (b) Is on any period of paid income protection;
- (c) Is on any period of paid vacation;
- (d) Is on any period of unpaid leave of absence up to four (4) consecutive weeks; except those referenced in Article 16:04(e);
- (e) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or **D&R** for a period of up to two (2) years from the date of the first absence from work related to the injury or illness;
- (f) Is on parenting leave;
- (g) Is assigned to temporarily relieve or replace an absent employee in an out of scope position;
- (h) She/he is on an educational leave of absence up to two (2) years.

16:04 Seniority will be retained but will not accrue if an employee:

- (a) Is on any unpaid leave of absence in excess of four (4) consecutive weeks' except those referenced in Article 16:05(b);
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or **D&R** for a period of more than two (2) years from the date of the first absence from work related to the injury or illness;
- (c) Is laid off for less than twenty-four (24) months;
- (d) Is on the trial period of an out-of-scope position;

- (e) Is in a term in an out of scope position;
- (f) Is on an educational leave of absence in excess of two (2) years.

- 16:05** A probationary employee's seniority shall commence from the date of his initial employment as a part-time or full-time employee of WRHA Laundry Operations Selkirk site.
- 16:06** Where an employee is of the opinion that his date of commencement of employment is incorrect, he may appeal the error to the Employer.
- 16:07** The Employer shall maintain a list showing the name and commencement date of employment of each employee in the bargaining unit. The list shall be developed and posted on the Bulletin Board, and shall be updated and reposted every six (6) months thereafter.
- 16:08** Upon written request of the Union a photocopy of the initial Seniority List and each of its updates thereafter shall be sent to the Union at its current address.

Article 17 Employment Practices

- 17:01** (a) All new full-time employees shall be on probation for three (3) calendar months, and all new part-time employees shall be on probation for six (6) calendar months from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline or demote such employees. A written appraisal of employee progress will be conducted after the first two (2) calendar months for full-time employees, and after the first four (4) calendar months for part-time employees, and discussed with the affected employee.

During the probationary period, an employee shall have full access to the grievance procedure except in the case where he is dismissed during his probationary period.

- (b) An employee's probationary period may be extended by three (3) additional calendar months. The Employer agrees to provide written

notice of the extension to the employee prior to the completion of the probation period, explaining the reason(s) for the extension, with a copy to the Union. Employees shall not be eligible to apply for promotions during their probationary period.

- 17:02** The parties agree to recognize the principle of equal pay for equal work regardless of sex.

Article 18 Promotions and Bulletins

- 18:01** Where the Employer creates a new position or wishes to fill a vacancy within the bargaining unit, the Employer agrees to post a notice of the position for a period of **seven (7)** days to enable present employees to apply for same. Such posting shall not preclude the Employer from advertising outside the WRHA Laundry Operations Selkirk site. All postings shall state minimum qualifications required and the date of the closing of the competition. Job Descriptions shall be available to applicants on request. A copy of each posting shall be given to the local Union President at the time of posting.

An employee on vacation when a vacancy occurs shall be considered for the promotion or transfer, provided she has submitted the prescribed application form prior to her departure.

- 18:02** The Employer will post the name of the successful applicant on the same bulletin board within the worksite on which job postings appear as soon as reasonably possible after the applicant has accepted the position.
- 18:03** The classifications appearing in Schedule “A” shall not be eliminated through attrition without the Employer entering into discussion with the Union.
- 18:04** Provided that equivalent qualifications including ability and prior work experience are met, preference shall be given to employees presently in the employ of the Employer who have submitted a written application for the vacant or new position based on their seniority.

- 18:05** The Employer has the right not to fill any vacant or new position which has been posted if he determines that none of the applicants satisfy the qualifications sought.
- 18:06** An employee who applies for and is granted a vacant or new position may return to his former position within thirty (30) days of his appointment to the new position. Similarly, the Employer may for any reason regarding performance in the new position return the employee to his former position within thirty (30) days of the appointment to the new position.
- 18:07** In case of postings for parental leave, the Employer shall state on the job posting that he said term position is a maternity and /or parental leave of absence term “which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one (1) pay period whichever is longer”. Any term position directly resulting from the filling of such a term position will be posted in the manner.

Article 19 Temporary Assignments of Duties

- 19:01** (a) Employees temporarily assigned to relieve or replace employees in positions covered by this Agreement that are higher than their normal class shall be paid at the same step of the higher classification (i.e. step on step) for hours so assigned.

Such temporary assignments shall be enacted on a rotational basis amongst those employees who are qualified and physically capable of performing the work. In instances of planned absences (e.g. Vacation relief, extended sick leave/leave of absence) assignments shall be apportioned in one (1) week blocks. If an error is made by the Employer when assigning, the remedy for such error shall be an in-kind remedy (i.e. offering the negatively affected employee the next equivalent assignment.)

- (b) An employee assigned to temporarily perform the duties of an employee in a lower rated classification shall continue to receive the rate for his regular duties.

Article 20 Rate of Pay and Pay Practices

- 20:01** Employees shall receive their pay **deposit** biweekly.
- 20:02** Wages shall be paid on an hourly rated basis to all employees covered by this Agreement in accordance with Schedule “A” of this Agreement.
- 20:03** The Employer may not make deductions from wages unless authorized by statute, by court order, by Arbitration Award, by this agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made for a period of time that does not extend further back than twelve (12) months from the date of discovery, provided:
- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
 - (b) The proposed recovery is made in as fair and reasonable a manner as possible; and,
 - (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and the employee.

In the event the employee retires from, or leaves the employ of the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover that overpayment.

- 20:04** Employees shall be paid in accordance with Schedule “A”, attached to a forming part of this Agreement. The granting of increases shall be contingent upon the employees having performed her duties in a satisfactory fashion.
- 20:05** (a) When an employee reports to work and is requested to work in a lower paid classification, the employee shall be paid her current rate of pay.
- (b) When an employee voluntarily works a shift in a lower paid classification, the employee shall be paid at the same increment step on the lower paid classification s they are paid on their current classification.
- (c) When an employee voluntarily works a shift in accordance with (b) above, and the employee has previously attained a higher increment level in that classification than what (b) above provides, the employee will be paid at the step that they had previously attained in the lower paid classification.

Article 21 Resignations

- 21:01** An employee may terminate her employment with the Employer by giving two (2) weeks written notice, exclusive of vacation.
- 21:02** The employee shall receive from the Employer, within five (5) working days following the effective date of termination, the payment of all wages and benefits owed under the terms of this Agreement.
- 21:03** Employment may be terminated with lesser notice or without notice:
- (a) By mutual agreement between the Employer and the employee; or
- (b) During the probationary period of a new employee; or
- (c) In the event an employee is dismissed for sufficient cause to justify lesser or no notice.

21:04 An employee may, with the approval of the Employer, withdraw his notice of resignation at any time before his resignation becomes effective.

Article 22 Discharge, Suspension, Discipline and Demotion

22:01 No employee shall be disciplined or dismissed without just cause.

22:02 In all instances where the Employer considers that an employee warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the employee. The employee shall be advised of her right to Union representation at the meeting if she so desires.

22:03 If the action referred to in the above clause results in a written warning, suspension, demotion or dismissal of an employee, the Employer shall notify the employee in writing of the action taken and the reasons, either by registered mail or personal service.

No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document.

22:04 Where an employee is disciplined in accordance with Article 22:03 above, a copy of the written notice to the employee will be sent to the Union representative unless the employee elects otherwise.

22:05 Any wages or benefits owing to the employee up to the date of the commencement of his suspension shall be paid to the employee as if there were no suspension in effect.

22:06 Except where an employee is demoted or dismissed for disciplinary reasons, the Employer shall give the employee either at least two (2) weeks' notice in writing prior to the effective date of his/her dismissal or demotion, or in lieu of the notice may pay to the employee an amount in wages or salary equivalent to two (2) weeks' notice.

Article 23 Layoff and Recall

- 23:01** Employees will be laid off in order of seniority within a classification, starting with the most junior employee and proceeding in an ascending order of seniority to the most senior employee. A laid off employee shall have the right to bump another employee who has less seniority providing he/she has the necessary qualifications, skills and abilities as per the job description to perform the work of the classification into which they are bumping.
- 23:02** Casual employees shall not be offered any work which has not first been offered to laid off regular full-time and part-time employees in order of seniority.
- 23:03** All employees so laid off shall be placed on a re-employment (or recall) list, with a copy furnished to the Union, and they shall be called back to work, as required, beginning with the most senior employee and descending from there to the most junior employee, provided that the employees called back first normally did the work available and second in order, other employees who are capable of doing the work available.
- 23:04** To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, and further, during the layoff period, must inform the Employer immediately of any address changes.
- 23:05** Where an employee has been on a lay-off, the Employer agrees to send the employee a registered letter of recall to work and to send it to the employee's last known address or last advised changed address. The letter shall state the date of recall to work which shall be a date not less than seven (7) calendar days after the date of registering and mailing the recall letter.
- 23:06** As per Article 23:05 above, the employee must communicate with the Employer within seven (7) calendar days of his notice of recall being delivered to his recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer.

- 23:07** No new employee shall be hired until all employees who are capable of performing the work available have been given the opportunity to assume the position.
- 23:08** Each employee to be laid off shall be given two (2) weeks written notice of lay-off by the Employer or the Employer shall give each employee affected two (2) weeks' pay at the then current rate of pay in lieu of the two (2) weeks' notice of the layoff.
- 23:09** The right of a person who has been laid off to be rehired under this Agreement will be forfeited and shall be considered terminated in the following circumstances:
- (a) If the person did not communicate with the Employer as specified in Article 23:04.
 - (b) If the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.
 - (c) A twenty-four (24) month period has elapsed since the date of layoff.

23:10 **Workplace Reorganization**

If workplace restructuring will result in the deletion(s) of occupied MGEU positions, the Employer will notify the Union. A Joint Workforce Adjustment Committee will be established, with a minimum of two (2) representatives from management and a minimum of two (2) representatives from the Union, to review the proposed changes and develop recommendations to minimize impact on the affected employees. Such recommendations shall not be in violation of the Collective Agreement.

Article 24 Employee Files and Review

- 24:01** Upon written request and at a mutually agreeable time, an employee shall be given the opportunity to examine any document which is placed in her personnel file, provided no part thereof is removed from the file, and her

reply to any such document shall also be placed in her personnel file. Upon written request the employee shall also receive an exact copy of any document forming part of her file.

24:02 An employee accompanied by a Union representative if she so elects, may examine her personnel file on request as per Article 24:01 of the Collective Agreement. The Employer agrees not to introduce as evidence in any hearing proceeding any document that is not recorded or retained on the personnel file of any employee, and a true copy of which has not been given to the employee at the time in question. An employee shall have the right to grieve at Step 2 of the grievance procedure for the removal of any unsatisfactory documents and/or reports contained in his personnel file, within ten (10) working days after the date when the employee becomes aware of the document and/or report.

24:03 There shall be one (1) personnel file maintained by the Employer for each employee.

24:04 Where the Employer makes a written assessment of an employee's work performance, the employee shall be entitled to receive a copy. The employee shall sign the assessment indicating only that she has read and understands the contents. The employee may respond in writing to the assessment which shall become part of her record.

Any dispute relative to the substance of the written evaluation must be in writing and submitted within ten (10) days of the date of the employee's acknowledgement of the evaluation.

Article 25 Uniforms and Work Clothing

25:01 The Employer shall provide and maintain all uniforms and protective or special work clothing which are required to be worn by employees while on duty.

25:02 All such uniforms and clothing shall remain the property of the Employer and must be accounted for by the Employer upon request and returned to the

Employer on termination or the replacement cost will be deducted by the Employer from the employee's pay if a new and unused uniform was provided.

25:03 The Employer shall provide required apparel, including up to a maximum of two hundred dollars (\$200) for CSA approved safety shoes every two (2) years. This amount will be payable upon proof of purchase up to the amount paid. An employee who is determined to require such footwear may make multiple purchases each two (2) year period but not adding up to more than two hundred dollars (\$200). This amount shall not be payable until successful completion of the probationary period for new employees.

This new allowance will be made available to eligible employees effective October 1, 2008.

The allowance will be paid under the following conditions:

- (a) The safety footwear purchased must be approved by the Canadian Standards Association (CSA); and
- (b) Satisfactory proof of purchase must be provided by the employee; and
- (c) The employee must have purchased safety footwear specifically for his employment with WRHA Laundry Operations Selkirk site.
- (d) Except where an employee has been laid off, the employee must complete twenty-one (21) working days continuous service before being eligible to receive this allowance.

Article 26 Grievance Procedure

26:01 The parties hereto agree that it is in the best interest of the Employer, the employees, and the Union to resolve, without any form of a stoppage of work, all grievances arising out of any alleged violation of this Agreement.

26:02 **Definitions**

- (a) “Grievance” means a complaint in writing presented by an employee and/or a representative on behalf of one (1) or more employees, or by the Employer, concerning any alleged violation of this Agreement.
- (b) “Policy Grievance” means a complaint in writing by the Union or the Employer with respect to any alleged violation of this Agreement. Such grievances shall be filed at Step 2.
- (c) “Days” referred to in this Article are working days excluding Saturdays and Sundays, and the Holidays cited in Article 33:01.
- (d) “Person Authorized” means persons authorized to accept grievances for processing.
- (e) “Representative” means the following:
 - (i) Staff Representative of the Union; and
 - (ii) Steward(s) of the WRHA Laundry Operations Selkirk site Component Local of the Union; and/or
 - (iii) Officer(s) of the WRHA Laundry Operations Selkirk site Component Local of the Union.

26:03 The Director, Regional Laundry Services and Operations Manager shall be persons authorized to accept grievances and their replies on behalf of the Employer. The President of the MGEU or designate and the President of the WRHA Laundry Operations Selkirk site Local of the MGEU shall be authorized to accept grievances and their replies on behalf of the Union.

26:04 At least one (1) meeting shall be held during the steps of the grievance procedure and prior to the arbitration procedure, and further the grievor shall have Union representatives of his/her choice present.

26:05 Whenever a grievance is presented for processing a receipt shall be issued to the grievor showing the actual date when the grievance was presented and the signature of the person accepting the grievance for processing. Such signature

shall not mean that the complaint is recognized as being a valid grievance by the party receiving same.

26:06 Whenever a reply to a grievance is presented to the grievor, the day following the actual date of receiving the reply by mail or in person shall be the date on which the time limits of the next step will commence.

26:07 Steps of the grievance procedure and arbitration procedure shall be as follows:

Step 1 - Operations Manager

Step 2 - Director, Regional Laundry Services

Step 3 - Arbitration Board

26:08 Any employee shall have the right to have his grievance grieved and arbitrated in the following manner:

Step 1

- (a) Within ten (10) working days after the date when a person became aware, either orally or in writing, of the circumstances giving cause for a grievance, the grievance shall be presented in writing to the Operations Manager.
- (b) Within ten (10) working days after the date the grievance was presented, the decision of Step 1 shall be presented in writing to the grievor and the representative.
- (c) Grievances involving suspension, demotion and dismissal shall be presented to the Director, Regional Laundry Services at Step 2 within ten (10) working days after the date when an employee first became aware, either orally or in writing, of the circumstances giving cause for a grievance.

26:09 Step 2

- (a) Where the decision is unsatisfactory to the grievor, the grievance shall, within ten (10) working days after the date of reply was received from

Step 1, be presented by the grievor to the Director, Regional Laundry Services for consideration at Step 2.

- (b) Within ten (10) working days after the date the grievance was presented, the decision of Step 2 shall be presented in writing to the grievor and the Representative. If the matter is not satisfactorily resolved, it can be referred to Arbitration in accordance with Article 27.

- 26:10** Management grievances against the Union may be presented in writing to the President of the Local Union within ten (10) working days after the occurrence of the grievances.
- 26:11** If a settlement is not satisfactorily achieved, a written reply to the Employer shall be provided within ten (10) working days after the presentation of the grievance to the Local President.
- 26:12** Within ten (10) further working days the Employer may present a written grievance to the President of the MGEU or designate. A written reply should be provided to the Employer within ten (10) further working days. If the matter is not satisfactorily settled, it can be referred to Arbitration in accordance with the terms of this Agreement.
- 26:13** Either party may clarify the written description of the grievance or the reasons for the action taken at any stage of the proceedings up to and including Step 2, but prior to arbitration, providing the substance is not changed.

Article 27 Arbitration Procedure

27:01 Step 3 - Arbitration Board

Where the decision of Step 2 is unsatisfactory to the grievor the grievance shall, within ten (10) working days from the date the reply was received from Step 2 be referred to an Arbitration Board and proceeded with in the following manner:

- (a) The party referring the matter to Arbitration shall advise the other party in writing that the grievance is to be proceeded with to Step 3 and also in the letter state the name of their appointee to the Arbitration Board.
- (b) Within ten (10) working days of the receipt of the letter as provided in (a) above, the party receiving the letter shall, in writing, notify the other party of their appointee to the Arbitration Board.
- (c) Within ten (10) working days of the receipt of the letter as provided in (b) above, the two (2) appointees shall meet and select a third member who shall be the Chairperson of the Arbitration Board, and without delay notify the Employer and the Union of the name of the Chairperson.
- (d) If in the event either party fails to appoint an appointee, or if the two (2) appointees fail to agree upon a third member within the applicable time limits, at the written request of either party the appointment(s) shall be made by the Chief Justice for the Province of Manitoba.
- (e) Following the appointment of the Chairperson, the Board shall cause a hearing(s) to be held and the Board shall notify the Employer and the Union of the time, date and place of the hearing(s).
- (f) Either party is entitled to call in witnesses or other persons to give testimony and, if employees of the Employer are called in by the Employer they shall be allowed leave with pay and if employees of the Employer are called by the Union they shall be granted leave on a wage recovery basis in accordance with Article 13:03.
- (h) Within fifteen (15) days of the conclusion of the hearing(s) the Board shall render its decision in writing to the Employer and to the Union, or within such longer period of time mutually agreed to by the parties with the Board.
- (i) The decision of the majority shall be the decision of the Board and such decision shall be final and binding upon the parties.

- (j) The Board shall not have the authority to amend, add to, or in any manner change any Article of the Agreement.
- (k) Each party shall bear all expenses of their appointee to the Board and shall bear equally the expenses of the Chairperson of the Board.

27:02 Where a party fails to issue a decision at any step of the grievance procedure or the arbitration procedure within the time limits specified, the grievor shall process the grievance to the next step.

27:03 Either party may request, in writing, an extension of the time limits at any Step.

27:04 Where an Arbitration Board determines that an employee has been discharged or otherwise disciplined by the Employer for cause, and the Collective Agreement does not provide a penalty or remedy for the cause of the discharge or the discipline that is the subject of the determination, the Arbitration Board may substitute such other penalty or remedy in lieu of discharge or the discipline, as the Arbitration Board deems just and reasonable in the circumstances.

27:05 The Arbitration Board or the sole arbitrator shall not be empowered to make any decision inconsistent with the provisions of this Agreement, or to modify or amend any portion of this Agreement.

27:06 Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in subsection 27:01(d) shall so state:

- (a) Where the party who receives the notice accepts the request for a single arbitrator the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days.
- (b) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) days the party initiating the arbitration proceeding may submit the name of its appointee to the

other party in accordance with Article 27:01(d) within ten (10) working days.

- (c) Where the parties have agreed to a single arbitrator, the single arbitrator shall be considered to be an arbitration board for the purposes of this Article.

Article 28 Income Protection

28:01 An employee having accumulated an entitlement of income protection credits shall be granted pay against such accumulation with respect to periods during which the employee was unable to work due to illness or injury, however, an employee cannot receive income protection benefits for any period of time during which he is eligible for wage loss benefits from either the Workers Compensation Board or Manitoba Public Insurance as a result of a motor vehicle accident.

28:02 **WCB**

- (a) An employee who becomes injured or ill in the course of performing her duties must report such injury or illness as soon as possible to her immediate supervisor.
- (b) An employee unable to work because of a work-related injury or illness will inform the Employer immediately, in accordance with established procedures, so that a claim for compensation benefits can be forwarded to the WCB. Workers Compensation payment(s) will be paid directly to the employee by WCB.

MPI

Where an employee is unable to work because of injuries sustained in a motor vehicle accident, she will inform the Employer immediately, in accordance with established procedures, and she must submit a claim for benefits to Manitoba Public Insurance (MPI). The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a waiting period by MPI.

WCB/MPI Advance

Where an employee has applied for WCB/MPI benefits and where a loss of normal salary would result while awaiting the WCB/MPI decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions:

- (a) Advance payment(s) shall not exceed the employee's basic salary as defined in Schedule A (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan (CPP) contributions, and Employment Insurance (EI) contributions.
- (b) The advance(s) will cover the period of time from the date of injury or illness until the date the final decision is rendered. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.
- (c) The employee shall reimburse the Employer by assigning sufficient WCB/MPI payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by WCB/MPI directly to the employee.
- (d) In the event that WCB/MPI disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
- (e) Upon request, the Employer will provide a statement to the employee indicating the amount of advance payment made and repayment received by the Employer.

28:03 A full-time employee shall accumulate paid income protection at the rate of one and one-quarter (1¹/₄) days per month with no cap. A part-time employee shall accumulate income protection credits on a prorated basis of their actual hours of work to a normal forty (40) hour week.

While income protection accrues during additional available shifts (excluding overtime) income protection cannot be accessed for additional available shifts.

- 28:04** An employee shall not accumulate income protection credits while on approved leave of absence without pay.
- 28:05** All absences on account of illness or injury on a normal working day shall be charged against an employee's income protection credits on an hourly basis.
- 28:06** An employee who is unable to report for work due to illness shall inform his supervisor or designate one (1) hour prior to the commencement of his next scheduled shift(s). An employee who fails without valid reason, to give notice as outlined above, will not be entitled to receive income protection benefits for the shift(s) in question.
- 28:07** A record of all unused income protection credits will be kept by the Employer. Each employee shall be informed within one (1) week, on written application, as to the amount of income protection accrued to his credit, by the Employer.
- 28:08** Employees shall make every reasonable effort to schedule medical and dental appointments if possible during non-working hours and/or non-peak workdays. Where reasonable notice has been given, employees shall be granted leave for medical and dental appointments for which deductions shall be made from income protection credits on an hourly basis.
- 28:09** The Employer reserves the right to require a doctor's confirmation of an employee's claim of illness. Such confirmation may, include, a medical certificate from a duly qualified doctor, or verbal confirmation from the employee's physician. Failure to provide such confirmation will result in a loss of pay for the period of absence.
- 28:10** Verbal confirmation will only be sought with the permission of the employee. In such instances the employee will authorize his/her physician to provide the necessary information to the Employer.

- 28:11** An employee shall be able to utilize income protection credits during his probation period. However, if an employee is terminated during his probation period, he shall reimburse the Employer for any unearned income protection received by him. These amounts are to be retained out of any monies owing to the employee at the time of his termination.
- 28:12** An employee returning to work following an absence of one (1) week or more shall provide a minimum of 48 hours' notice prior to returning to work.

Article 29 Bereavement Leave and Compassionate Leaves

- 29:01** An employee shall be granted up to four (4) regularly scheduled consecutive days leave without loss of pay or benefits in the case of death of a parent, step-parent, spouse, child, step-child, ward of the employee, brother, sister, step-sibling, father-in-law, mother-in-law, common-in-law spouse, same sex partners, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, former guardian, fiancé and any other relative who has been residing in the same household at the time of his/her death. One (1) day may be retained for use in the case where actual interment or cremation is at a later date.

Bereavement Leave shall be extended by up to two (2) additional days without loss of pay and benefits as may be necessitated by reason of travel to attend the funeral in excess of two hundred and twenty-five (225) kilometres from the employee's home, or shall be granted at the Employer's discretion if the travel required is less than two hundred and twenty-five (225) kilometres from the employee's home.

- 29:02** Necessary time off up to one (1) day at basic pay will be granted an employee to attend a funeral as a pallbearer. Necessary time off up to one (1) day at basic pay may be granted an employee to attend a funeral as a mourner.
- 29:03** An employee shall be allowed special leave with pay in the event of an illness of the employee's spouse, parent or dependent child. Any leave so taken shall be deducted from the employee's accumulated sick leave credits.

The Employer reserves the right to require a certificate from a qualified medical practitioner indicating that the member of the employee's family (as defined above) was ill to such an extent as to require the presence of the employee.

29:04 Where an employee would be entitled to bereavement leave in accordance with Article 29:01 above and said period of bereavement leave coincides with the employee's scheduled vacation, there shall be no deduction from the employee's vacation credits for the period of the bereavement leave provided the employee submits documentation acceptable to the Employer verifying that he/she attended the funeral. The period of vacation so displaced shall be either added to the vacation period or reinstated for use at a later date, provided proof of claim is submitted.

- 29:05** (a) An employee shall be entitled to receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
- (i) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
 - (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
 - (iii) An employee may take no more than two periods of leave, totalling no more than eight (8) weeks, which must end no later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
- (b) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
- (i) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - (A) The day the certificate is issued; or

- (B) If the leave was begun before the certificate was issued, the day the leave began; and
 - (ii) The family member requires the care or support of one or more family members.
- (c) The employee must give the employer a copy of the physician's certificate as soon as possible.
- (d) A family member for the purpose of this article shall be defined as:
 - (i) A spouse or common-law partner of the employee;
 - (ii) A child of the employee or a child of the employee's spouse or common-law partner;
 - (iii) A parent of the employee or a spouse or common-law partner of the parent;
 - (iv) Or any other person described as family in the applicable regulations of the Employment Standards Code.
- (e) An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
- (f) Seniority shall accrue as per Article 16:03(d).
- (g) Subject to the provisions of Article 29:03, an employee may apply to utilize income protection to cover part of the two (2) week Employment Insurance waiting period.

- (h) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Bereavement Leave as outlined in Article 29:01.

Article 30 Other Leaves

- 30:01** A male employee shall be granted one (1) day's leave with full pay for the birth of his child. Such leave shall be taken at the employee's option.
- 30:02** An employee shall be granted leave with full pay for one (1) day on the occasion of his adopting a child.
- 30:03** An employee required to **attend jury selection or** serve as a juror or one subpoenaed as a witness in any court of law, other than a proceeding resulting from an employee's conduct or affairs shall be granted a leave of absence without loss of basic pay **and shall remit to the Employer any payment received except reimbursement of expenses.**

An employee required to attend a court proceeding as a party to that proceeding occasioned by the employees private affairs shall receive a leave of absence without pay for the required absence, or, in the alternative, the employee may use banked time in lieu of overtime, banked statutory holiday or vacation time.

- 30:04** An employee may be granted leave without pay by the Employer for any emergency or unusual circumstance, such request shall be in writing if possible. Such leave shall not be unreasonably withheld.
- 30:05** Where any employee is requested by the Employer to take any courses, the Employer shall pay the full cost thereof and supply any necessary leaves of absence with full pay.
- 30:06** Where any employee wishes to take courses, he may be granted leave for same, without or with pay.
- 30:07** Leave of absence with pay shall be granted to allow employees time to write examinations for courses requested by the Employer.

30:08 Employees shall be allowed the necessary time off without loss of basic pay to attend citizenship court to become a Canadian citizen up to a maximum of one (1) calendar day.

Article 31 Workers Compensation

31:01 The Employer shall maintain coverage for each employee under the provision of the Workers Compensation Act of the Province of Manitoba.

31:02 **Sick Leave and Workers Compensation**

- (a) An employee who becomes injured or ill in the course of performing his/her duties must report such injury or illness as soon as possible to his/her immediate supervisor.
- (b) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, so that a claim for compensation benefits can be forwarded to the Workers Compensation Board (WCB). Workers Compensation payment will be paid directly to the employee by WCB.
- (c) An employee who has accumulated sufficient sick leave credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The amount of such supplement will equal ten percent (10%) of the employee's basic salary as defined in Schedule "A" of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction. Canada Pension Plan contributions and Employment Insurance contributions. Such supplementation shall continue until all sick leave credits have been claimed, or until the employment relationship has been terminated, whichever occurs first.
- (d) Subject to the provisions of each plan, the employee may request in writing that the Employer deduct from the supplement, if sufficient, the contributions which would have been paid by the employee to the Employer's pension plan, dental care plan, and group life insurance

plans if the employee was not disabled. If the supplement is not sufficient, the employee may, subject to the provisions of each plan, forward self-payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefit plans while the employee contributes.

- (e) Further to this, the Employer shall notify Workers Compensation of salary adjustments at the time they occur.
- (f) In accordance with Section 41(6)(b) of The Workers Compensation Act of Manitoba the Employer shall make application to the Workers Compensation Board by January 1, 1994, so that the WCB may determine whether or not the supplements referenced in (c) above shall continue in effect after January 1, 1995.
- (g) If at any time, it is decided by the Workers Compensation Board that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the Workers Compensation Board, then such payment shall not be payable.

31:03 An employee shall continue to accrue income protection credits while he is off work on Compensation for a period up to twenty-four (24) months.

Article 32 Parenting Leave

32:01 Parenting leave consists of maternity leave and parental leave. Parental leave includes paternity and adoption leave.

32:02 **Maternity/Parental Leave**

An employee shall receive maternity leave of seventeen (17) weeks and Parental Leave of thirty-seven (37) weeks without pay subject to the following conditions:

- (a) An employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.

- (b) A written request must be submitted no later than the end of the twenty-second week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted no less than four (4) weeks before the intended date of leave, indicating length of time requested.
- (c) In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on maternity leave.
- (d) Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on the expiry of the maternity leave without a return to work unless otherwise approved by the Employer.
- (e) A full-time employee may choose to receive up to ten (10) days payment of normal salary from accumulated sick leave credits before or after the period covered by Employment Insurance.

32:03 Plan B

- (1) In order to qualify for Plan B, a pregnant employee must:
 - (a) Have completed six (6) continuous months of employment with the Employer;
 - (b) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
 - (c) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
 - (d) Provide the Employer with proof that she has applied for Employment Insurance benefits and that the **Employment and Social Development Canada (ESDC)** has agreed that the

employee has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.

- (2) An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
 - (a) She will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from maternity leave or at any time during the six (6) months following her return from maternity leave, she must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
 - (b) She will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer; and
 - (c) Should she fail to return to work as provided under(a) and/or (b) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.
- (3) An employee who qualifies is entitled to a maternity leave consisting of:
 - (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 32:03(1)(c).
 - (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 32:03(a)(c).

- (c) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.
- (4) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
 - (a) For the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
 - (b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.
 - (c) All other time as may be provided under Article 32:03 (1)(3), shall be on a leave without pay basis.
 - (5) An employee may end her maternity leave earlier than the date specified by giving her Employer written notice at least two (2) weeks or one pay period, whichever is longer, before the date she wishes to end the leave.
 - (6) Plan B does not apply to temporary employees.
 - (7) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.
 - (8) **Where maternity and/or parental leave exceeds thirty-seven (37) weeks, the employee may elect to carry over to the next vacation year, up to five (5) days of current annual vacation (prorated for part time). The balance of the current annual vacation will be paid out at a time immediately following the period during which EI benefits were payable (even if this period extends into the following vacation year).**

Any vacation earned up to the time of the commencement of leave will be retained and will be available to be taken in the following vacation year.

32:04 Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

32:05 Parental Leave - Paternity

An employee shall receive parental leave of thirty-seven (37) weeks, subject to the following conditions:

- (a) He becomes the natural father of a child and assumes actual care and custody of his child.
- (b) He has completed six (6) months employment as of the date of the intended leave.
- (c) He submits to the employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.
- (d) Parental leave must be completed no later than the anniversary date of the birth of the child or the date on which the child came into the actual care and custody of the employee.

32:06 Parental Leave - Adoption

An employee shall receive parental leave of up to thirty-seven (37) weeks without pay, subject to the following conditions:

- (a) An employee must adopt a child under the laws of the province.
- (b) An employee may commence Adoption Leave upon one (1) days' notice provided that application for such leave is made when the adoption has been approved and the employer is kept informed of the progress of the adoption proceedings.
- (c) An employee has completed six (6) months employment as of the date of the intended leave.

(d) Parental leave must be completed no later than the first anniversary date of adoption of the child or the date on which the child comes into actual care and custody of the employee.

32:07 An employee wishing to return to work after maternity and/or parental leave shall notify the Employer in writing at least four (4) weeks in advance of her return. On return from maternity and/or parental leave, the employee shall be placed in her former position and shift schedule at the same increment step.

32:08 An employee may end her parental leave earlier than the thirty-seven (37) weeks by giving the Employer written notice at least two (2) weeks, or one pay period, whichever is longer before the day the employee wishes to end the leave. On return from maternity and/or parental leave, the employee shall be placed in her former classification and shift schedule at the same increment step.

Article 33 Statutory and Other Holidays

33:01 The following are recognized as general holidays for purposes of this Agreement and either they or an alternate day off in lieu will be given at the basic rate. Failing this, an additional day's pay at the basic rate shall be granted in lieu:

New Year's Day (January 1)	August Civic Holiday
Jour de Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day (December 25)
Canada Day (July 1)	Boxing Day

and any other holiday proclaimed by federal or provincial authorities.

33:02 Where any of the above noted holidays falls on a Saturday or Sunday, the following Monday shall be deemed to be the holiday for the purpose of this Agreement.

- 33:03** Where a paid holiday falls on an employee's day of rest, the Employer shall make every reasonable effort to give the employee a day off in lieu thereof with pay on the first regularly scheduled work day following the day of rest so affected. Where this is not possible, the day off in lieu shall be taken at a mutually agreeable time.
- 33:04** An employee who works on a designated holiday shall be compensated at the rate of one and one-half times ($1\frac{1}{2}x$) the normal rate for hours worked, plus a day off with pay in lieu of the holiday, to be scheduled as mutually agreed.
- 33:05** Where an employee is on vacation leave, and a paid holiday falls within that period, the paid holiday shall be added to the vacation.
- 33:06** Full-time employees shall be allowed to bank up to (5) five alternative days off in lieu of general holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer. If compensating time off is impractical to schedule by March 31 of any year, the employee shall receive her regular rate of pay for all days banked.

Article 34 Annual Vacation

- 34:01** The vacation year shall be **from the 1st day of April in the one year to the 31st day of March in the next year. Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.**
- 34:02** An employee who has completed less than one (1) year's continuous employment as of March 31 will be granted vacation based on a percentage of regular hours worked in the new vacation year.
- 34:03** Annual vacation shall be earned at the rate of:
- **Fifteen (15) working days per year commencing in the first year of employment**
 - **Twenty (20) working days per year commencing in the fourth year of employment**

- Twenty-five (25) working days per year commencing in the eleventh year of employment
- Thirty (30) working days per year commencing in the twenty-first year of employment

Vacation entitlement for the vacation year following completion of the third, tenth and twentieth years of continuous employment shall be determined by a pro rata calculation based upon the two (2) rates of earned vacation.

34:04 Employees may receive their vacation pay not later than the date preceding the day their vacation commences if application has been made to the Employer, in writing, two (2) weeks in advance.

34:05 The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 34:01. Employees shall indicate, in writing, their preferences as to vacation dates within thirty (30) calendar days of posting of the projected entitlement list. Priority in the selection of dates shall be given to the employees having the most seniority within each department. An employee who fails to indicate her choice of vacation within the above thirty (30) calendar day period shall not have preference in the choice of vacation time, where other employees have indicated their preference.

Employees in term positions, as per Article 2:16, will be considered to be assigned to the ward or area they will be working in on the dates they select for their respective vacation.

All requests for vacation leave will be subject to approval of the employee's supervisor or the designated Administrative Officer based on operational requirements.

34:06 The Employer will post an approved vacation schedule of the projected vacation entitlement list no later than the first day of the new vacation

year. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.

- 34:07 Vacation earned in any vacation year is to be taken in the following vacation year as per Article 34:01. Upon receipt of a written request, the Employer, at its sole discretion, will consider a carryover of vacation from one (1) year to the following year.
- 34:08 In the event that an employee is hospitalized during her vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible. In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.
- 34:09 Where an employee is subpoenaed for jury duty or in receipt of WCB benefits during her period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be rescheduled at a time mutually agreed between the employee and the Employer within the available time periods remaining during the vacation year, subject to Article 34:05.
- 34:10 Vacation entitlement will be payable at the employee's regular rate of pay.
- 34:11 An employee who transfers to a different unit or department after vacation requests have been approved will have her/his vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.
- 34:12 An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) for all hours worked and the vacation day will be rescheduled.

An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate and the vacation day will be rescheduled as mutually agreed.

34:13 In recognition of length of service, each full-time employee shall receive one (1) additional week of vacation (five [5] days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (i.e. twenty-fifth, thirtieth, thirty-fifth, fortieth, etc.) anniversary of employment.

The additional five (5) days shall be granted in the vacation year in which the anniversary date falls and are not cumulative.

Part-time employees shall be entitled to a pro-rata portion of this benefit.

Article 35 Hours of Work

35:01 The regular hours of work for all full-time employees shall be eight (8) consecutive hours per day excluding meal periods five (5) days per week.

35:02 All employees shall be entitled to two (2) consecutive days of rest in a seven (7) day period.

35:03 All employees shall have a rest period of twenty (20) minutes away from their work stations to be scheduled by the Employer during each continuous four (4) hour period of duty. One (1) such rest period is to be given before the meal period and another rest period is to be given after the meal period, but neither rest period is to be connected to the meal period.

35:04 All full-time employees shall be entitled to a meal period of thirty (30) minutes duration to be scheduled by the Employer during each working day, as close to the middle of the day as possible. Any part-time employee scheduled to work five (5) hours or more shall be entitled to a meal period of thirty (30) minutes duration to be scheduled as close to the middle of the shift

as possible, or at a time mutually agreeable to the Employer and the employee. Employees shall not be paid for such meal periods.

35:05 Once a shift schedule has been posted, employees may request time off. Such requests will not be unreasonably denied.

Article 36 Overtime

- 36:01** An employee shall be required to work overtime unless there are a sufficient number of other employees who are willing and available to do overtime work from the group of employees who normally do the work required or are capable of doing the work required. In determining which employees shall be required to do the overtime work, the Employer agrees to take into consideration the concerns and the needs of the employees in question.
- 36:02** Overtime shall be calculated on a daily basis for all time worked in excess of an employee's daily hours and as authorized by the Employer.
- 36:03** Overtime shall be all time authorized by the Employer and worked in excess of regular daily or bi-weekly hours of work as specified in Article 35:01. Overtime shall be compensated at one and one-half times ($1\frac{1}{2}x$) the basic rate of pay for the first three (3) overtime hours and double time ($2x$) for all overtime worked thereafter.
- 36:04** Overtime shall be paid at the rate of double time ($2x$) the applicable rate of pay for all time worked on a full time employee's scheduled day of rest.
- 36:05** Overtime worked after a normal shift on a designated holiday as per Article 33:01 shall be paid for at the rate of double time and one-half ($2\frac{1}{2}x$) the applicable rate of pay.
- 36:06** An employee called back to work and required to work outside of regular hours shall be paid a minimum of three (3) hours at the applicable overtime rates.

- 36:07** The opportunities to work overtime and call back time shall be divided as equally as possible amongst those employees who are willing and able or capable of performing the available work.
- 36:08** An employee, who is required to work in excess of one and one-half (1½) hours overtime before or after but connected to his scheduled hours of work, shall be provided with a meal break of thirty (30) minutes with pay at the appropriate overtime rate, except when the meal break is the scheduled meal break during the regular hours.
- 36:09** During any additional overtime work, no employee shall work more than a further four (4) hours without a thirty (30) minute meal break with pay at the appropriate overtime rate.
- 36:10** Meal breaks with pay during overtime work may be lengthened to three-quarters ($\frac{3}{4}$) of one (1) hour with pay where it is necessary for an employee to obtain a meal outside the premises of the Employer.
- 36:11** For any overtime work of an unexpected nature, which will involve a meal break, the Employer shall pay to the employee the sum of **eight dollars (\$8.00)**.
- 36:12** When an employee is required to work overtime beyond his regularly scheduled working hours he shall be entitled to eight (8) hours between the end of the overtime worked and the start of his next required working shift. If eight (8) clear hours are not so provided, overtime rates shall apply to those hours worked on his regularly scheduled shift up to the time when the eight (8) clear hours would have been reached. Thereafter, all hours worked on the regularly scheduled shift shall be paid at straight time rates.
- 36:13** **Overtime may be accumulated to a maximum of eighty (80) hours (i.e. ten [10] work days), and may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year, or will be paid out at the end of the current fiscal year. Except in unique circumstances, two (2) weeks' notice of requests will be provided.**

- 36:14** Each employee designated to work overtime shall receive a minimum thirty (30) minutes pay at the appropriate rate. Any employee required to work overtime for five (5) minutes or less shall not be eligible for overtime.
- 36:15** Two (2) separate lists shall be used for the assignment of overtime subject to Article 36:01. One (1) list will be developed for assigning overtime from Monday to Friday and the other list will be used for assigning overtime on Saturday and Sunday.

Article 37 Technological Change

- 37:01** In this Article “Technological Change” means:
- (a) The introduction by an Employer into his work, undertaking or business of equipment or material of a different nature or kind than that previously used by him in the operation of the work, undertaking or business; and
 - (b) A change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.
- 37:02** The Employer agrees that all reasonable effort shall be made so that no significant number of employees who are covered by this Agreement shall lose their employment as a result of the introduction of technological change as herein before defined.
- 37:03** In the event of the introduction of technological change as defined in Article 37:01, the Employer shall endeavour to have employees covered by this Agreement perform the work pertaining thereto. Where applicable all opportunity for retraining on new equipment or material as defined in this Article will be provided by the Employer, to the affected employees, during normal working hours where possible and the employees during the period of retraining shall be paid at their normal rate of wages.

37:04 The provisions of this Article are intended to assist employees affected by a technological change to adjust to the effects and Sections 83, 84 and 85 of The Manitoba Labour Relations Act do not apply during the term of this Agreement to the Employer and the Union. If the Employer decides to effect a technological change that is likely to affect the terms and conditions or the security of employment of a significant number of employees or to alter significantly the basis upon which this Agreement was negotiated, then:

- (a) The Employer will give to the Union written notice of the technological change at least four (4) months prior to the introduction thereof and will discuss with the Union the steps to be taken to assist the employees affected to adjust to the effects of the technological change provided for in Article 37:02.
- (b) If, in the opinion of the Union, the Employer has failed to comply with paragraph (a) above, the Union may submit such alleged failure in writing as a difference between the Union and the Employer at Step 3 of the grievance/arbitration procedure whereupon it shall be decided by arbitration under Article 27 whether or not the Employer has effected a technological change that is likely to affect the terms and conditions or the security of employment of a significant number of employees or to alter significantly the basis upon which this Agreement was negotiated, and such findings shall be binding and final upon the parties hereto.

Article 38 Effect on Refusal to Facilitate Struck Employer

38:01 The Employer and no person acting on behalf of the Employer shall discharge or refuse to continue to employ or refuse to re-employ or layoff or transfer or suspend or alter the status of an employee who refused to perform all or any of the duties of an employee who is participating in a legal strike or who is locked out, including refusing to cross a picket line of people who are lawfully on strike or are legally locked out. All employees shall continue to do all laundry processes required to the Linen and other material owned by the Employer, even though some of this laundry may be rented to or supplied on

a contract basis to firms or organizations whose employees might be on lawful strike or who are lawfully locked out.

Article 39 Labour Management Committee

39:01 A Labour Management Committee shall be established consisting of equal representation. The WRHA Laundry Operations Selkirk site and the Manitoba Government and General Employees' Union acknowledge the importance of a positive working relationship. They will continue to work towards establishing and maintaining such a relationship and to solve jointly identified problems during the term of the Agreement. It is recognized that while not all problems maybe satisfactorily resolved all parties will seek resolution in good faith.

The Committee shall meet as and when required at a mutually agreed time within (10) days' notice being given by either party.

39:02 The following guidelines will apply to the Labour Management Committee unless otherwise agreed.

- (a) Equal representation of the Union and Employer.
- (b) The Committee shall consist of two (2) members from each party in a method of selection of their representatives shall be solely determined by the respective parties.
- (c) Employees shall not suffer loss of pay or benefits as a result of attendance at committee meetings.
- (d) Committee meetings on a day off shall receive compensatory time at straight time spent attending the meeting.
- (e) The Committee shall not have jurisdiction over wages, or any matter of Collective Bargaining including the administration of this Collective Agreement. The committee shall not supersede the activities of any committee of the Union or of the employer and does not have the power to bind either the Union or its members or the Employer to any

decision or conclusions reached in their discussions. The committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.

- 39:03** The parties agree that it is within the jurisdiction of the Labour Management Committee to review and make recommendations relative to those unresolved issues relating to workload and staffing including documented workload staffing reports.

Article 40 Benefit Plan

- 40:01** The parties agree that employees of the WRHA Laundry Operations Selkirk site, as at the date of implementation of the Manitoba Health Organizations Inc. Dental Plan, may choose to enrol in the Dental Plan on a date to coincide with that of other employee groups participating in the plan. The premium costs shall be shared on an equal basis by the Employer and the employees. Participation in the Dental Plan shall be a condition of employment for employees hired after the date of implementation.
- 40:02** **The Employer agrees to continue to participate in the HEB Manitoba jointly trustee pension plan and the benefit plan in accordance with the provisions of the applicable plan text.**

Article 41 Disability and Rehabilitation

41:01 **Disability and Rehabilitation Plan**

The Disability and Rehabilitation Plan with benefit levels, as determined by the HEB Board of Trustees, shall continue to be implemented for all eligible employees.

The Employer will contribute to a maximum of two point three percent (2.3%) of base salary to fund the Provincial Disability and Rehabilitation Plan.

The parties agree that income protection will be used to offset the elimination period. Once the elimination period has been exhausted, the eligible employee

will commence drawing disability benefits. An employee may claim income protection for a period of time not to exceed the elimination period.

It is understood that the elimination period for the Disability and Rehabilitation Plan is one hundred and nineteen (119) calendar days.

Article 42 Health and Safety

- 42:01 The Employer shall in accordance with the objects and purposes of The Workplace Safety and Health Act:**
- (a) Ensure so far as is reasonably practicable, the safety, health and welfare at work of all workers; and**
 - (b) Comply with The Workplace Safety and Health Act and Regulations.**
- 42:02 It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.**
- 42:03 A joint Safety and Health Committee, as per The Workplace Safety and Health Act, shall be established within each facility to examine all aspects of safety and health measures within the facility. The joint Safety and Health Committee shall hold meetings at least quarterly for jointly considering, monitoring, inspecting, investigating and reviewing safety and health conditions and practices within the site. The duties of the committee include:**
- (a) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;**
 - (b) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;**

- (c) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
- (d) Cooperation with the occupational health service, if such a service has been established;
- (e) Cooperation with a safety and health officer exercising duties under this Act or the regulations;
- (f) The making of recommendations to the Employer or prime contractor respecting the safety and health of workers;
- (g) The inspection of the workplace at regular intervals;
- (h) The participation in investigations of accidents and dangerous occurrences at the workplace;
- (i) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (j) Such other duties as may be specified in this Act or prescribed by regulation.

Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, posted on the Safety and Health bulletin boards, and supplied to the Workplace Safety and Health Division. Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within thirty (30) days.

42:04 The Employer and the Union agree that harassing and violent behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.

- 42:05 The Employer shall provide information and preventative measures for those employees in contact with known infectious diseases where medically necessary to protect the employee or other residents.
- 42:06 An employee may refuse to perform particular work where the employee has reasonable grounds to believe and does believe that the work is dangerous to his/her safety or health or the safety or health of another worker or another person. Where the employee refuses particular work, he/she shall immediately report the refusal and reasons therefore to his/her immediate supervisor. The Employer shall ensure that employees subsequently asked to perform this work are made aware of the original refusal. The immediate supervisor in conjunction with the appropriate authorities will ensure that the employee is not required to continue working under dangerous conditions.
- 42:07 Should any provisions of this Article be or become inconsistent with the applicable legislation, the legislation will supersede.

Article 43 Pre-Retirement Leave

- 43:01 (a) Any employee, fifty-five (55) years of age or more, with ten (10) or more years of service with the Employer, or any employee who has completed at least ten (10) years of continuous employment with the Employer and who meets the “Magic 80” provisions of the Pension Plan, shall be granted paid pre-retirement leave upon retirement on the basis of four (4) days per year of employment. When an employee is receiving **disability and rehabilitation** benefits, and is terminated by the Employer, or resigns his or her employment and qualifies for pre-retirement leave as indicated above, said employee will be entitled to receive said pre-retirement leave upon termination.
- (b) Calculation of pre-retirement leave entitlement for full-time and part-time employees shall begin from the date of the employee’s last commencing employment with the Employer.

- (c) Full-time and part-time employees shall be granted paid pre-retirement leave as specified in Article 43:01(a) on the following formula: four (4) days for every 2,080 hours worked or paid. Casual employees are not entitled to pre-retirement leave.
- (d) Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary prior to the employee's chosen retirement date.

Article 44 Training

44:01 When the employer determines that it requires additional staff to be trained, training opportunities shall be offered to all full-time, part-time and term employees who have requested the training in writing first before it offers the training to casual staff.

Article 45 Duty To Accommodate

45:01 The parties recognize that the Manitoba Human Rights Code establishes a reasonable accommodation requirement to the point of undue hardship, in order to accommodate the special needs of any person or group where those needs are based on the protected characteristics as set out in the Manitoba Human Rights Code.

The Employer, Employee and the Union are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee.

Where necessary and by mutual agreement of the Union and the Employer, relevant provisions of the Collective Agreement may be waived.

Article 46 Storm/Disaster Pay

46:01 If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the

police agencies or the Department of Highways, staff shall not be paid for such work missed, however, on written request, he/she will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

46:02 If the employee is able to attend at work in spite of the above conditions, and they do so as soon as possible and within one (1) hour of the scheduled start time, they shall be entitled to pay for the full shift.

Article 47 Overpayments

47:01 The Employer may not make deductions from wages unless authorized by statute, by court order, by arbitration award, by this agreement, by the Union or to correct an overpayment error made in good faith.

Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
- (b) The proposed recovery is made in as fair and reasonable a manner as possible; and
- (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and employee.

In the event the employee retired from, or leaves the employ of the Employer, before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment

of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

IN WITNESS WHEREOF A representative of Winnipeg Regional Health Authority Selkirk Laundry Operations has hereunto set their hand for, and on behalf of, Winnipeg Regional Health Authority Selkirk Laundry Operations; and Sheila Gordon, Staff Representative of Manitoba Government and General Employees' Union has set her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government and General Employees' Union

On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

Juno Chuntachi
On behalf of Manitoba Government and General Employees' Union

Wage Increases

<u>Effective Date</u>	<u>Adjustment</u>
Effective April 1, 2014	Increase hourly rate by 2.50%
Effective April 1, 2015	Increase hourly rate by 2.50%
Effective April 1, 2016	Increase hourly rate by 2.00%

<u>Current Title/Class</u>	<u>New Title/Class</u>
Laundry Aid I	Laundry Aid I
Laundry Aid I (PIO)	Laundry Aid I (PIO)
Sewing Machine Operator	Sewing Machine Operator
Soil Sorter	Laundry Sorter
Dryer Operator	Tunnel System Operator*
Dryer Operator (PIO)	Tunnel System Operator*
Washer Operator	Wash Floor Attendant
Shipper	Laundry Shipper
Shipper (PIO)	Laundry Shipper (PIO)
Receiver	Receiver Handler
Laundry Aid II	Lead Hand- Clean Side Processing
Soil Sort Supervisor	Lead Hand- Soil Sort Area
Housekeeping	Housekeeping Aid II
Maintenance Helper	Maintenance Helper
Maintenance Assistant	Laundry Mechanic I
Maintenance Head	Laundry Mechanic II

*The Tunnel System Operator is a combination of functions where two (2) incumbents will rotate between the tunnel operator and the freestanding dryer. The Tunnel System Operator is classed at a higher rate solely due to the Tunnel Washer responsibilities. Absent these responsibilities, the position would remain a LAI. Therefore, the rate applied to individuals who are replacing the Tunnel System

Operators shall depend on whether the replacement is working on the Tunnel Washer or the Free Standing Dryer. Replacements on the Tunnel Washer shall receive the Tunnel System Operator rate. Replacements on the Freestanding Dryer shall receive LAI rate. Should only one (1) incumbent in the Tunnel System Operator positions need to be replaced, the employer maintains the right to direct the remaining incumbent to work the Tunnel Washer in order that the replacement will work the free standing dryer and be paid the LA1 rate.

Long Service Step

- (1) Effective October 1, 2014 a Long Service Step equivalent to two percent (2%) shall be added to Schedule A. Employees shall be eligible for the Long Service Step identified in Schedule A upon completion of the following:**
 - (a) Twenty (20) or more years of continuous service, and**
 - (b) The employee has been at the maximum step of their salary scale for a minimum of twelve (12) consecutive months.**
- (2) Employees who do not meet the above criteria on October 1, 2014 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (1) above.**

Note #1: For the purpose of (1) and (2) continuous service shall be calculated based on continuous calendar years of service in an EFT position (FT, PT or Term).

Memorandum of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Layoffs

In respect to Article 23, the Employer agrees to provide thirty (30) days written notice of pending layoffs to the Union.

The parties agree to meet within ten (10) days of receipt of the above notice, for purposes of discussing an orderly implementation of a downsizing plan with a view to adopting a negotiated protocol for layoff.

Should the parties not be able to agree on a protocol for layoff, the Employer shall implement the layoffs in accordance with Article 23 of the Collective Agreement.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government and General Employees' Union

On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

Jinns Chumtachi
On behalf of Manitoba Government and General Employees' Union

Memorandum of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Pension or Benefit Plan Improvements

During the term of the **2012 to 2017** Collective Agreement, should another healthcare union receive enhanced pension or benefit plan improvements, the facility support unions will also receive the same enhancements at the same time.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government and General Employees' Union

[Signature]
On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

Jinnis Chumtachi
On behalf of Manitoba Government and General Employees' Union

Memorandum of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Wage Adjustment – Trades Component Classification

For the continued maintenance of wage standardization, and to ensure the salary scales of Trades classifications as represented by GEU maintain an appropriate relationship to salary scales of the same classification represented by OEM, application of current and future wage adjustment will be as follows:

1. Effective date of ratification and thereafter, classifications listed herein shall have wages adjusted in accordance with the rates and effective dates as established within the OEM central table Collective Agreement.
2. Classifications listed herein may be revised to remove or include additional classifications, as deemed necessary by the parties, for the continued maintenance of wage standardization.
3. Affected classifications:

Standardization Group No.	MGEU Classification Title	OE Comparable Classification
12A	Laundry Mechanic I	Laundry Mechanic I- Inkster
12 M	Laundry Mechanic II	Laundry Mechanic II-Inkster

12 O	Maintenance Helper	Trades Helper
	Preventative Maintenance Mechanic	Preventative Maintenance Mechanic

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health
Authority, Selkirk Laundry Operations

On behalf of Winnipeg Regional Health
Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government
and General Employees' Union

Jennie Chumtachi
On behalf of Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Maintenance of Wage Standardization

WHEREAS Healthcare Employers represented by the Labour Relations Secretariat and Health Care Unions (hereinafter "the parties") have negotiated provisions to work toward the attainment of wage standardization in the facility support sector for classifications performing the same duties;

AND WHEREAS Phase II of the Wage Standardization initiative will be concluded on March 31, 2009;

AND WHEREAS the parties agree that Wage Standardization must be maintained while at the same time recognizing that bona fide and significant changes to an employee's or group of employees job content may result in a request for review of the wage scale;

THEREFORE the parties agree to establish a joint committee within sixty (60) days of ratification of the final facility support collective agreement in 2008. The mandate of the joint committee is to develop a process, including a dispute resolution mechanism, to deal with changes in job content or qualification requirements consistent with the stated purpose of ensuring the maintenance of wage standardization. The time frame for the joint committee to conclude its deliberations is ninety (90) days from its first meeting.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health
Authority, Selkirk Laundry Operations

On behalf of Winnipeg Regional Health
Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government
and General Employees' Union

Jinns Chumtachi
On behalf of Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Provincial Facility Support Sector Advisory Committee

The parties acknowledge that in order to support the delivery of effective patient/resident care, it is necessary to have an adequate supply of trained employees. The parties acknowledge that availability of qualified employees may differ throughout the province and there may need to be consideration of unique regional challenges.

Therefore the parties agree to establish a Provincial Facility Support Sector Advisory Committee with representation from the Employers and the Unions. Union representation shall be a maximum of six (6) business representatives or elected Union officials. The Committee shall meet quarterly, the purpose of which will be:

- To identify classifications that are experiencing current or anticipated shortages of trained staff including, but not limited to, Health Care Aide, Sterile Processing Technician and Coding Technologist.
- To identify training requirements in order to address current or anticipated shortages.
- To recommend strategies to facilitate the availability and accessibility of training programs.
- To consider other systemic staffing issues that may be raised by Committee members.
- To present its findings and recommendations to the Regional Health Authorities of Manitoba (RHAM) prior to the expiration date of the Collective Agreement.

The Provincial Facility Support Sector Advisory Committee will commence meeting within ninety (90) days of all Unions' ratification of the 2008 negotiated Agreement.

The committee will determine process issues including the circumstances in which individuals including employees may be invited to present or share information with the Committee for its consideration.

The Provincial Facility Support Sector Advisory Committee will be in existence for the duration of the Collective Agreement and will be extended if agreed to between the parties.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government and General Employees' Union

On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

Jinns Chwastacki
On behalf of Manitoba Government and General Employees' Union

Letter of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Mobility within WRHA Laundry Operations

Seniority and service will be transferred with employees when they terminate their employment at either the Selkirk or Inkster site and are rehired at the other site in a casual position. The employee will then be dealt with in accordance with the applicable Collective Agreement as if they had always worked at that facility. Once the transfer is complete, employees are entitled to use their seniority when bidding for permanent, term part time and full time positions and be awarded as determined by their transferred seniority.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

On behalf of Winnipeg Regional Health Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government and General Employees' Union

Jinnis Chumtachi
On behalf of Manitoba Government and General Employees' Union

Letter of Understanding

between

WRHA Selkirk Laundry Operations

and

Manitoba Government and General Employees' Union

Re: Representative Workforce

The parties agree to promote discussion in regards to a representative workforce.

Signed this 8th day of Sept, 2015.

J. Desautels
On behalf of Winnipeg Regional Health
Authority, Selkirk Laundry Operations

[Signature]
On behalf of Manitoba Government
and General Employees' Union

[Signature]
On behalf of Winnipeg Regional Health
Authority, Selkirk Laundry Operations

Jinns Chwastacki
On behalf of Manitoba Government
and General Employees' Union

Salary Schedule

Effective April 1, 2012 (0.00%)

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
35	Linen / Laundry	Laundry Aide I	2080	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,509.69	2,584.92	2,662.57	2,742.48	2,824.64	2,909.40
				Annual	30,116.32	31,019.04	31,950.88	32,909.76	33,895.68	34,912.80
35	Linen / Laundry	Laundry Aide I - PIO	2080	Hourly	14.723	15.096	15.536	15.936	16.388	16.830
				Monthly	2,551.99	2,616.64	2,692.91	2,762.24	2,840.59	2,917.20
				Annual	30,623.84	31,399.68	32,314.88	33,146.88	34,087.04	35,006.40
30	Housekeeping / Cleaner	Housekeeping Aide II	2080	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
				Monthly	2,685.45	2,766.05	2,849.08	2,934.53	3,022.59	3,113.24
				Annual	32,225.44	33,192.64	34,188.96	35,214.40	36,271.04	37,358.88
38	Seamstress	Sewing Machine Operator	2080	Hourly	14.721	15.163	15.618	16.086	16.569	17.066
				Monthly	2,551.64	2,628.25	2,707.12	2,788.24	2,871.96	2,958.11
				Annual	30,619.68	31,539.04	32,485.44	33,458.88	34,463.52	35,497.28
36	Laundry Sorter	Laundry Sorter	2080	Hourly	15.550	16.016	16.497	16.992	17.502	18.027
				Monthly	2,695.33	2,776.11	2,859.48	2,945.28	3,033.68	3,124.68
				Annual	32,344.00	33,313.28	34,313.76	35,343.36	36,404.16	37,496.16
		Tunnel System Operator	2080	Hourly	15.901	16.379	16.870	17.375	17.897	18.434
				Monthly	2,756.17	2,839.03	2,924.13	3,011.67	3,102.15	3,195.23
				Annual	33,074.08	34,068.32	35,089.60	36,140.00	37,225.76	38,342.72
		Washfloor Attendant	2080	Hourly	15.901	16.379	16.870	17.375	17.897	18.434
				Monthly	2,756.17	2,839.03	2,924.13	3,011.67	3,102.15	3,195.23
				Annual	33,074.08	34,068.32	35,089.60	36,140.00	37,225.76	38,342.72
		Laundry Shipper	2080	Hourly	15.007	15.456	15.920	16.398	16.890	17.397
				Monthly	2,601.21	2,679.04	2,759.47	2,842.32	2,927.60	3,015.48
				Annual	31,214.56	32,148.48	33,113.60	34,107.84	35,131.20	36,185.76
		Laundry Shipper - PIO	2080	Hourly	15.289	15.715	16.156	16.625	17.133	17.615
				Monthly	2,650.09	2,723.93	2,800.37	2,881.67	2,969.72	3,053.27
				Annual	31,801.12	32,687.20	33,604.48	34,580.00	35,636.64	36,639.20
36	Laundry Sorter	Receiver Handler	2080	Hourly	15.550	16.016	16.497	16.992	17.502	18.027
				Monthly	2,695.33	2,776.11	2,859.48	2,945.28	3,033.68	3,124.68
				Annual	32,344.00	33,313.28	34,313.76	35,343.36	36,404.16	37,496.16
31	Lead Hand / Housekeeping / Laundry	Laundry Aide IV - Lead Hand - Clean Side Processing	2080	Hourly	16.384	16.876	17.382	17.903	18.440	18.994
				Monthly	2,839.89	2,925.17	3,012.88	3,102.19	3,196.27	3,292.29
				Annual	34,078.72	35,102.08	36,154.56	37,238.24	38,355.20	39,507.52
		Laundry Aide V - Lead Hand - Soil Sort Area	2080	Hourly	17.818	18.352	18.903	19.470	20.054	20.656
				Monthly	3,088.45	3,181.01	3,276.52	3,374.80	3,476.03	3,580.37
				Annual	37,061.44	38,172.16	39,318.24	40,497.60	41,712.32	42,964.48
		Laundry Aide IV - Lead Hand - Clean Side Processing PIO	2080	Hourly	17.818	18.352	18.903	19.470	20.054	20.656
				Monthly	3,088.45	3,181.01	3,276.52	3,374.80	3,476.03	3,580.37
				Annual	37,061.44	38,172.16	39,318.24	40,497.60	41,712.32	42,964.48
		Maintenance Helper	2080	Hourly	18.923	19.318	19.768	21.092		
				Monthly	3,279.99	3,348.45	3,426.45	3,655.95		
				Annual	39,359.84	40,181.44	41,117.44	43,871.36		
12M		Laundry Mechanic I	2080	Hourly	23.236	23.792	24.362	24.832		
				Monthly	4,027.57	4,123.95	4,222.75	4,304.21		
				Annual	48,330.88	49,487.36	50,672.96	51,650.56		
12A		Laundry Mechanic II	2080	Hourly	26.601	27.134	27.725	28.346		
				Monthly	4,610.84	4,703.23	4,805.67	4,913.31		
				Annual	55,330.08	56,438.72	57,668.00	58,959.68		
12A		Preventative Maintenance Mechanic	2080	Hourly	28.767	29.345	29.985	30.657		
				Monthly	4,986.28	5,086.47	5,197.40	5,313.88		
				Annual	59,835.36	61,037.60	62,368.80	63,766.56		

Effective April 1, 2013 (0.00%)

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
35	Linen / Laundry	Laundry Aide I	2080	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,509.69	2,584.92	2,662.57	2,742.48	2,824.64	2,909.40
				Annual	30,116.32	31,019.04	31,950.88	32,909.76	33,895.68	34,912.80
35	Linen / Laundry	Laundry Aide I - PIO	2080	Hourly	14.723	15.096	15.536	15.936	16.388	16.830
				Monthly	2,551.99	2,616.64	2,692.91	2,762.24	2,840.59	2,917.20
				Annual	30,623.84	31,399.68	32,314.88	33,146.88	34,087.04	35,006.40
30	Housekeeping / Cleaner	Housekeeping Aide II	2080	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
				Monthly	2,685.45	2,766.05	2,849.08	2,934.53	3,022.59	3,113.24
				Annual	32,225.44	33,192.64	34,188.96	35,214.40	36,271.04	37,358.88
38	Seamstress	Sewing Machine Operator	2080	Hourly	14.721	15.163	15.618	16.086	16.569	17.066
				Monthly	2,551.64	2,628.25	2,707.12	2,788.24	2,871.96	2,958.11
				Annual	30,619.68	31,539.04	32,485.44	33,458.88	34,463.52	35,497.28
36	Laundry Sorter	Laundry Sorter	2080	Hourly	15.550	16.016	16.497	16.992	17.502	18.027
				Monthly	2,695.33	2,776.11	2,859.48	2,945.28	3,033.68	3,124.68
				Annual	32,344.00	33,313.28	34,313.76	35,343.36	36,404.16	37,496.16
		Tunnel System Operator	2080	Hourly	15.901	16.379	16.870	17.375	17.897	18.434
				Monthly	2,756.17	2,839.03	2,924.13	3,011.67	3,102.15	3,195.23
				Annual	33,074.08	34,068.32	35,089.60	36,140.00	37,225.76	38,342.72
		Washfloor Attendant	2080	Hourly	15.901	16.379	16.870	17.375	17.897	18.434
				Monthly	2,756.17	2,839.03	2,924.13	3,011.67	3,102.15	3,195.23
				Annual	33,074.08	34,068.32	35,089.60	36,140.00	37,225.76	38,342.72
		Laundry Shipper	2080	Hourly	15.007	15.456	15.920	16.398	16.890	17.397
				Monthly	2,601.21	2,679.04	2,759.47	2,842.32	2,927.60	3,015.48
				Annual	31,214.56	32,148.48	33,113.60	34,107.84	35,131.20	36,185.76
		Laundry Shipper - PIO	2080	Hourly	15.289	15.715	16.156	16.625	17.133	17.615
				Monthly	2,650.09	2,723.93	2,800.37	2,881.67	2,969.72	3,053.27
				Annual	31,801.12	32,687.20	33,604.48	34,580.00	35,636.64	36,639.20
36	Laundry Sorter	Receiver Handler	2080	Hourly	15.550	16.016	16.497	16.992	17.502	18.027
				Monthly	2,695.33	2,776.11	2,859.48	2,945.28	3,033.68	3,124.68
				Annual	32,344.00	33,313.28	34,313.76	35,343.36	36,404.16	37,496.16
31	Lead Hand / Housekeeping / Laundry	Laundry Aide IV - Lead Hand - Clean Side Processing	2080	Hourly	16.384	16.876	17.382	17.903	18.440	18.994
				Monthly	2,839.89	2,925.17	3,012.88	3,103.19	3,196.27	3,292.29
				Annual	34,078.72	35,102.08	36,154.56	37,238.24	38,355.20	39,507.52
		Laundry Aide V - Lead Hand - Soil Sort Area	2080	Hourly	17.818	18.352	18.903	19.470	20.054	20.656
				Monthly	3,088.45	3,181.01	3,276.52	3,374.80	3,476.03	3,580.37
				Annual	37,061.44	38,172.16	39,318.24	40,497.60	41,712.32	42,964.48
		Laundry Aide IV - Lead Hand - Clean Side Processing PIO	2080	Hourly	17.818	18.352	18.903	19.470	20.054	20.656
				Monthly	3,088.45	3,181.01	3,276.52	3,374.80	3,476.03	3,580.37
				Annual	37,061.44	38,172.16	39,318.24	40,497.60	41,712.32	42,964.48
		Maintenance Helper	2080	Hourly	18.923	19.318	19.768	20.272		
				Monthly	3,279.99	3,348.45	3,426.45	3,505.95		
				Annual	39,359.84	40,181.44	41,117.44	42,071.36		
12M		Laundry Mechanic I	2080	Hourly	23.236	23.792	24.362	24.832		
				Monthly	4,027.57	4,123.95	4,222.75	4,304.21		
				Annual	48,330.88	49,487.36	50,672.96	51,650.56		
12A		Laundry Mechanic II	2080	Hourly	26.601	27.134	27.725	28.346		
				Monthly	4,610.84	4,703.23	4,805.67	4,913.31		
				Annual	55,330.08	56,438.72	57,668.00	58,959.68		
12A		Preventative Maintenance Mechanic	2080	Hourly	28.767	29.345	29.985	30.657		
				Monthly	4,986.28	5,086.47	5,197.40	5,313.88		
				Annual	59,835.36	61,037.60	62,368.80	63,766.56		

Effective April 1, 2014 (2.50%)

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
35	Linen / Laundry	Laundry Aide I	2080	Hourly	14.841	15.286	15.745	16.217	16.704	17.205
				Monthly	2,572.44	2,649.57	2,729.13	2,810.95	2,895.36	2,982.20
				Annual	30,869.28	31,794.88	32,749.60	33,731.36	34,744.32	35,786.40
35	Linen / Laundry	Laundry Aide I - PIO	2080	Hourly	15.092	15.474	15.925	16.334	16.798	17.250
				Monthly	2,615.95	2,682.16	2,760.33	2,831.23	2,911.65	2,990.00
				Annual	31,391.36	32,185.92	33,124.00	33,974.72	34,939.84	35,880.00
30	Housekeeping / Cleaner	Housekeeping Aide II	2080	Hourly	15.881	16.357	16.848	17.353	17.874	18.410
				Monthly	2,752.71	2,835.21	2,920.32	3,007.85	3,098.16	3,191.07
				Annual	33,032.48	34,022.56	35,043.84	36,094.24	37,177.92	38,292.80
38	Seamstress	Sewing Machine Operator	2080	Hourly	15.089	15.542	16.008	16.488	16.983	17.493
				Monthly	2,615.43	2,693.95	2,774.72	2,857.92	2,943.72	3,032.12
				Annual	31,385.12	32,327.36	33,296.64	34,295.04	35,324.64	36,385.44
36	Laundry Sorter	Laundry Sorter	2080	Hourly	15.939	16.417	16.909	17.417	17.939	18.477
				Monthly	2,762.76	2,845.61	2,930.89	3,018.95	3,109.43	3,202.68
				Annual	33,153.12	34,147.36	35,170.72	36,227.36	37,313.12	38,432.16
		Tunnel System Operator	2080	Hourly	16.299	16.788	17.292	17.810	18.344	18.895
				Monthly	2,825.16	2,909.92	2,997.28	3,087.07	3,179.63	3,275.13
				Annual	33,901.92	34,919.04	35,967.36	37,044.80	38,155.52	39,301.60
		Washfloor Attendant	2080	Hourly	16.299	16.788	17.292	17.810	18.344	18.895
				Monthly	2,825.16	2,909.92	2,997.28	3,087.07	3,179.63	3,275.13
				Annual	33,901.92	34,919.04	35,967.36	37,044.80	38,155.52	39,301.60
		Laundry Shipper	2080	Hourly	15.382	15.842	16.318	16.808	17.312	17.832
				Monthly	2,666.21	2,745.95	2,828.45	2,913.39	3,000.75	3,090.88
				Annual	31,994.56	32,951.36	33,941.44	34,960.64	36,008.96	37,090.56
		Laundry Shipper - PIO	2080	Hourly	15.671	16.107	16.560	17.040	17.561	18.055
				Monthly	2,716.31	2,791.88	2,870.40	2,953.60	3,043.91	3,129.53
				Annual	32,595.68	33,502.56	34,444.80	35,443.20	36,526.88	37,554.40
36	Laundry Sorter	Receiver Handler	2080	Hourly	15.939	16.417	16.909	17.417	17.939	18.477
				Monthly	2,762.76	2,845.61	2,930.89	3,018.95	3,109.43	3,202.68
				Annual	33,153.12	34,147.36	35,170.72	36,227.36	37,313.12	38,432.16
31	Lead Hand / Housekeeping / Laundry	Laundry Aide IV - Lead Hand - Clean Side Processing	2080	Hourly	16.793	17.298	17.816	18.351	18.901	19.469
				Monthly	2,910.79	2,998.32	3,088.11	3,180.84	3,276.17	3,374.63
				Annual	34,929.44	35,979.84	37,057.28	38,170.08	39,314.08	40,495.52
		Laundry Aide V - Lead Hand - Soil Sort Area	2080	Hourly	18.264	18.811	19.376	19.957	20.556	21.172
				Monthly	3,165.76	3,260.57	3,358.51	3,459.21	3,563.04	3,669.81
				Annual	37,989.12	39,126.88	40,302.08	41,510.56	42,756.48	44,037.76
		Laundry Aide IV - Lead Hand - Clean Side Processing PIO	2080	Hourly	18.264	18.811	19.376	19.957	20.556	21.172
				Monthly	3,165.76	3,260.57	3,358.51	3,459.21	3,563.04	3,669.81
				Annual	37,989.12	39,126.88	40,302.08	41,510.56	42,756.48	44,037.76
		Maintenance Helper	2080	Hourly	19.396	19.801	20.262	21.619		
				Monthly	3,361.97	3,432.17	3,512.08	3,747.29		
				Annual	40,343.68	41,186.08	42,144.96	44,967.52		
12M		Laundry Mechanic I	2080	Hourly	23.817	24.387	24.971	25.453		
				Monthly	4,128.28	4,227.08	4,328.31	4,411.85		
				Annual	49,539.36	50,724.96	51,939.68	52,942.24		
12A		Laundry Mechanic II	2080	Hourly	27.266	27.813	28.418	29.055		
				Monthly	4,726.11	4,820.92	4,925.79	5,036.20		
				Annual	56,713.28	57,851.04	59,109.44	60,434.40		
12A		Preventative Maintenance Mechanic	2080	Hourly	29.486	30.079	30.735	31.423		
				Monthly	5,110.91	5,213.69	5,327.40	5,446.65		
				Annual	61,330.88	62,564.32	63,928.80	65,359.84		

Effective October 1, 2014 (20 Yr Step)

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
35	Linen / Laundry	Laundry Aide I	2080	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
				Monthly	2,572.44	2,649.57	2,729.13	2,810.95	2,895.36	2,982.20	3,041.83
				Annual	30,869.28	31,794.88	32,749.60	33,731.36	34,744.32	35,786.40	36,501.92
35	Linen / Laundry	Laundry Aide I - PIO	2080	Hourly	15.092	15.474	15.925	16.334	16.798	17.250	17.595
				Monthly	2,615.95	2,682.16	2,760.33	2,831.23	2,911.65	2,990.00	3,049.80
				Annual	31,391.36	32,185.92	33,124.00	33,974.72	34,939.84	35,880.00	36,597.60
30	Housekeeping / Cleaner	Housekeeping Aide II	2080	Hourly	15.881	16.357	16.848	17.353	17.874	18.410	18.778
				Monthly	2,752.71	2,835.21	2,920.32	3,007.85	3,098.16	3,191.07	3,254.85
				Annual	33,032.48	34,022.56	35,043.84	36,094.24	37,177.92	38,292.80	39,058.24
38	Seamstress	Sewing Machine Operator	2080	Hourly	15.089	15.542	16.008	16.488	16.983	17.493	17.842
				Monthly	2,615.43	2,693.95	2,774.72	2,857.92	2,943.72	3,032.12	3,092.61
				Annual	31,385.12	32,327.36	33,296.64	34,295.04	35,324.64	36,385.44	37,111.36
36	Laundry Sorter	Laundry Sorter	2080	Hourly	15.939	16.417	16.909	17.417	17.939	18.477	18.847
				Monthly	2,762.76	2,845.61	2,930.89	3,018.95	3,109.43	3,202.68	3,266.81
				Annual	33,153.12	34,147.36	35,170.72	36,227.36	37,313.12	38,432.16	39,201.76
	Tunnel System Operator		2080	Hourly	16.299	16.788	17.292	17.810	18.344	18.895	19.273
				Monthly	2,825.16	2,909.92	2,997.28	3,087.07	3,179.63	3,275.13	3,340.65
				Annual	33,901.92	34,919.04	35,967.36	37,044.80	38,155.52	39,301.60	40,087.84
	Washfloor Attendant		2080	Hourly	16.299	16.788	17.292	17.810	18.344	18.895	19.273
				Monthly	2,825.16	2,909.92	2,997.28	3,087.07	3,179.63	3,275.13	3,340.65
				Annual	33,901.92	34,919.04	35,967.36	37,044.80	38,155.52	39,301.60	40,087.84
	Laundry Shipper		2080	Hourly	15.382	15.842	16.318	16.808	17.312	17.832	18.188
				Monthly	2,666.21	2,745.95	2,828.45	2,913.39	3,000.75	3,090.88	3,152.59
				Annual	31,994.56	32,951.36	33,941.44	34,960.64	36,008.96	37,090.56	37,831.04
	Laundry Shipper - PIO		2080	Hourly	15.671	16.107	16.560	17.040	17.561	18.055	18.416
				Monthly	2,716.31	2,791.88	2,870.40	2,953.60	3,043.91	3,129.53	3,192.11
				Annual	32,595.68	33,502.56	34,444.80	35,443.20	36,526.88	37,554.40	38,305.28
36	Laundry Sorter	Receiver Handler	2080	Hourly	15.939	16.417	16.909	17.417	17.939	18.477	18.847
				Monthly	2,762.76	2,845.61	2,930.89	3,018.95	3,109.43	3,202.68	3,266.81
				Annual	33,153.12	34,147.36	35,170.72	36,227.36	37,313.12	38,432.16	39,201.76
31	Lead Hand / Housekeeping / Laundry	Laundry Aide IV - Lead Hand - Clean Side Processing	2080	Hourly	16.793	17.298	17.816	18.351	18.901	19.469	19.858
				Monthly	2,910.79	2,998.32	3,088.11	3,180.84	3,276.17	3,374.63	3,442.05
				Annual	34,929.44	35,979.84	37,057.28	38,170.08	39,314.08	40,495.52	41,304.64
	Laundry Aide V - Lead Hand - Soil Sort Area		2080	Hourly	18.264	18.811	19.376	19.957	20.556	21.172	21.596
				Monthly	3,165.76	3,260.57	3,358.51	3,459.21	3,563.04	3,669.81	3,743.31
				Annual	37,989.12	39,126.88	40,302.08	41,510.56	42,756.48	44,037.76	44,919.68
	Laundry Aide IV - Lead Hand - Clean Side Processing PIO		2080	Hourly	18.264	18.811	19.376	19.957	20.556	21.172	21.596
				Monthly	3,165.76	3,260.57	3,358.51	3,459.21	3,563.04	3,669.81	3,743.31
				Annual	37,989.12	39,126.88	40,302.08	41,510.56	42,756.48	44,037.76	44,919.68
	Maintenance Helper		2080	Hourly	19.396	19.801	20.262	21.619			22.052
				Monthly	3,361.97	3,432.17	3,512.08	3,747.29			3,822.35
				Annual	40,343.68	41,186.08	42,144.96	44,967.52			45,868.16
12M	LaundryMechanic I		2080	Hourly	23.817	24.387	24.971	25.453			25.962
				Monthly	4,128.28	4,227.08	4,328.31	4,411.85			4,500.08
				Annual	49,539.36	50,724.96	51,939.68	52,942.24			54,000.96
12A	LaundryMechanic II		2080	Hourly	27.266	27.813	28.418	29.055			29.636
				Monthly	4,726.11	4,820.92	4,925.79	5,036.20			5,136.91
				Annual	56,713.28	57,851.04	59,109.44	60,434.40			61,642.88
12A	Preventative Maintenance Mechanic		2080	Hourly	29.486	30.079	30.735	31.423			32.052
				Monthly	5,110.91	5,213.69	5,327.40	5,446.65			5,555.68
				Annual	61,330.88	62,564.32	63,928.80	65,359.84			66,668.16

Effective April 1, 2015 (2.50%)

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
35	Linen / Laundry	Laundry Aide I	2080	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
				Monthly	2,636.75	2,715.79	2,797.43	2,881.32	2,967.64	3,056.73	3,117.92
				Annual	31,640.96	32,589.44	33,569.12	34,575.84	35,611.68	36,680.80	37,415.04
35	Linen / Laundry	Laundry Aide I - PIO	2080	Hourly	15.469	15.861	16.323	16.743	17.218	17.681	18.035
				Monthly	2,681.29	2,749.24	2,829.32	2,902.12	2,984.45	3,064.71	3,126.07
				Annual	32,175.52	32,990.88	33,951.84	34,825.44	35,813.44	36,776.48	37,512.80
30	Housekeeping / Cleaner	Housekeeping Aide II	2080	Hourly	16.278	16.766	17.269	17.787	18.321	18.870	19.248
				Monthly	2,821.52	2,906.11	2,993.29	3,083.08	3,175.64	3,270.80	3,336.32
				Annual	33,858.24	34,873.28	35,919.52	36,996.96	38,107.68	39,249.60	40,035.84
38	Seamstress	Sewing Machine Operator	2080	Hourly	15.466	15.930	16.408	16.901	17.408	17.930	18.288
				Monthly	2,680.77	2,761.20	2,844.05	2,929.51	3,017.39	3,107.87	3,169.92
				Annual	32,169.28	33,134.40	34,128.64	35,154.08	36,208.64	37,294.40	38,039.04
36	Laundry Sorter	Laundry Sorter	2080	Hourly	16.337	16.827	17.332	17.852	18.388	18.939	19.318
				Monthly	2,831.75	2,916.68	3,004.21	3,094.35	3,187.25	3,282.76	3,348.45
				Annual	33,980.96	35,000.16	36,050.56	37,132.16	38,247.04	39,393.12	40,181.44
		Tunnel System Operator	2080	Hourly	16.706	17.208	17.724	18.255	18.803	19.367	19.754
				Monthly	2,895.71	2,982.72	3,072.16	3,164.20	3,259.19	3,356.95	3,424.03
				Annual	34,748.48	35,792.64	36,865.92	37,970.40	39,110.24	40,283.36	41,088.32
		Washfloor Attendant	2080	Hourly	16.706	17.208	17.724	18.255	18.803	19.367	19.754
				Monthly	2,895.71	2,982.72	3,072.16	3,164.20	3,259.19	3,356.95	3,424.03
				Annual	34,748.48	35,792.64	36,865.92	37,970.40	39,110.24	40,283.36	41,088.32
		Laundry Shipper	2080	Hourly	15.766	16.239	16.726	17.228	17.745	18.278	18.643
				Monthly	2,732.77	2,814.76	2,899.17	2,986.19	3,075.80	3,168.19	3,231.45
				Annual	32,793.28	33,777.12	34,790.08	35,834.24	36,909.60	38,018.24	38,777.44
		Laundry Shipper - PIO	2080	Hourly	16.062	16.510	16.974	17.466	18.000	18.506	18.876
				Monthly	2,784.08	2,861.73	2,942.16	3,027.44	3,120.00	3,207.71	3,271.84
				Annual	33,408.96	34,340.80	35,305.92	36,329.28	37,440.00	38,492.48	39,262.08
36	Laundry Sorter	Receiver Handler	2080	Hourly	16.337	16.827	17.332	17.852	18.388	18.939	19.318
				Monthly	2,831.75	2,916.68	3,004.21	3,094.35	3,187.25	3,282.76	3,348.45
				Annual	33,980.96	35,000.16	36,050.56	37,132.16	38,247.04	39,393.12	40,181.44
31	Lead Hand / Housekeeping / Laundry	Laundry Aide IV - Lead Hand - Clean Side Processing	2080	Hourly	17.213	17.730	18.262	18.809	19.374	19.955	20.354
				Monthly	2,983.59	3,073.20	3,165.41	3,260.23	3,358.16	3,458.87	3,528.03
				Annual	35,803.04	36,878.40	37,984.96	39,122.72	40,297.92	41,506.40	42,336.32
		Laundry Aide V - Lead Hand - Soil Sort Area	2080	Hourly	18.720	19.281	19.860	20.455	21.070	21.702	22.136
				Monthly	3,244.80	3,342.04	3,442.40	3,545.53	3,652.13	3,761.68	3,836.91
				Annual	38,937.60	40,104.48	41,308.80	42,546.40	43,825.60	45,140.16	46,042.88
		Laundry Aide IV - Lead Hand - Clean Side Processing PIO	2080	Hourly	18.720	19.281	19.860	20.455	21.070	21.702	22.136
				Monthly	3,244.80	3,342.04	3,442.40	3,545.53	3,652.13	3,761.68	3,836.91
				Annual	38,937.60	40,104.48	41,308.80	42,546.40	43,825.60	45,140.16	46,042.88
		Maintenance Helper	2080	Hourly	19.881	20.296	20.769	22.160			22.603
				Monthly	3,446.04	3,517.97	3,599.96	3,841.07			3,917.85
				Annual	41,352.48	42,215.68	43,199.52	46,092.80			47,014.24
12M		LaundryMechanic I	2080	Hourly	24.413	24.997	25.595	26.089			26.611
				Monthly	4,231.59	4,332.81	4,436.47	4,522.09			4,612.57
				Annual	50,779.04	51,993.76	53,237.60	54,265.12			55,350.88
12A		LaundryMechanic II	2080	Hourly	27.947	28.508	29.128	29.781			30.377
				Monthly	4,844.15	4,941.39	5,048.85	5,162.04			5,265.35
				Annual	58,129.76	59,296.64	60,586.24	61,944.48			63,184.16
12A		Preventative Maintenance Mechanic	2080	Hourly	30.223	30.831	31.503	32.209			32.853
				Monthly	5,238.65	5,344.04	5,460.52	5,582.89			5,694.52
				Annual	62,863.84	64,128.48	65,526.24	66,994.72			68,334.24

Effective April 1, 2016 (2.00%)

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
35	Linen / Laundry	Laundry Aide I	2080	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.347
				Monthly	2,689.44	2,770.21	2,853.24	2,938.87	3,027.09	3,117.92	3,180.15
				Annual	32,273.28	33,242.56	34,238.88	35,266.40	36,325.12	37,415.04	38,161.76
35	Linen / Laundry	Laundry Aide I - PIO	2080	Hourly	15.778	16.178	16.649	17.077	17.562	18.035	18.396
				Monthly	2,734.85	2,804.19	2,885.83	2,960.01	3,044.08	3,126.07	3,188.64
				Annual	32,818.24	33,650.24	34,629.92	35,520.16	36,528.96	37,512.80	38,263.68
30	Housekeeping / Cleaner	Housekeeping Aide II	2080	Hourly	16.603	17.101	17.614	18.143	18.687	19.248	19.633
				Monthly	2,877.85	2,964.17	3,053.09	3,144.79	3,239.08	3,336.32	3,403.05
				Annual	34,534.24	35,570.08	36,637.12	37,737.44	38,868.96	40,035.84	40,836.64
38	Seamstress	Sewing Machine Operator	2080	Hourly	15.776	16.249	16.737	17.239	17.756	18.288	18.654
				Monthly	2,734.51	2,816.49	2,901.08	2,988.09	3,077.71	3,169.92	3,233.36
				Annual	32,814.08	33,797.92	34,812.96	35,857.12	36,932.48	38,039.04	38,800.32
36	Laundry Sorter	Laundry Sorter	2080	Hourly	16.664	17.164	17.679	18.209	18.755	19.318	19.704
				Monthly	2,888.43	2,975.09	3,064.36	3,156.23	3,250.87	3,348.45	3,415.36
				Annual	34,661.12	35,701.12	36,772.32	37,874.72	39,010.40	40,181.44	40,984.32
	Tunnel System Operator		2080	Hourly	17.040	17.552	18.078	18.620	19.179	19.754	20.149
				Monthly	2,953.60	3,042.35	3,133.52	3,227.47	3,324.36	3,424.03	3,492.49
				Annual	35,443.20	36,508.16	37,602.24	38,729.60	39,892.32	41,088.32	41,909.92
	Washfloor Attendant		2080	Hourly	17.040	17.552	18.078	18.620	19.179	19.754	20.149
				Monthly	2,953.60	3,042.35	3,133.52	3,227.47	3,324.36	3,424.03	3,492.49
				Annual	35,443.20	36,508.16	37,602.24	38,729.60	39,892.32	41,088.32	41,909.92
	Laundry Shipper		2080	Hourly	16.082	16.563	17.061	17.573	18.100	18.643	19.016
				Monthly	2,787.55	2,870.92	2,957.24	3,045.99	3,137.33	3,231.45	3,296.11
				Annual	33,450.56	34,451.04	35,486.88	36,551.84	37,648.00	38,777.44	39,553.28
	Laundry Shipper - PIO		2080	Hourly	16.384	16.840	17.313	17.816	18.360	18.876	19.254
				Monthly	2,839.89	2,918.93	3,000.92	3,088.11	3,182.40	3,271.84	3,337.36
				Annual	34,078.72	35,027.20	36,011.04	37,057.28	38,188.80	39,262.08	40,048.32
36	Laundry Sorter	Receiver Handler	2080	Hourly	16.664	17.164	17.679	18.209	18.755	19.318	19.704
				Monthly	2,888.43	2,975.09	3,064.36	3,156.23	3,250.87	3,348.45	3,415.36
				Annual	34,661.12	35,701.12	36,772.32	37,874.72	39,010.40	40,181.44	40,984.32
31	Lead Hand / Housekeeping / Laundry	Laundry Aide IV - Lead Hand - Clean Side Processing	2080	Hourly	17.558	18.085	18.627	19.186	19.761	20.354	20.762
				Monthly	3,043.39	3,134.73	3,228.68	3,325.57	3,425.24	3,528.03	3,598.75
				Annual	36,520.64	37,616.80	38,744.16	39,906.88	41,102.88	42,336.32	43,184.96
	Laundry Aide V - Lead Hand - Soil Sort Area		2080	Hourly	19.095	19.667	20.257	20.865	21.491	22.136	22.578
				Monthly	3,309.80	3,408.95	3,511.21	3,616.60	3,725.11	3,836.91	3,913.52
				Annual	39,717.60	40,907.36	42,134.56	43,399.20	44,701.28	46,042.88	46,962.24
	Laundry Aide IV - Lead Hand - Clean Side Processing PIO		2080	Hourly	19.095	19.667	20.257	20.865	21.491	22.136	22.578
				Monthly	3,309.80	3,408.95	3,511.21	3,616.60	3,725.11	3,836.91	3,913.52
				Annual	39,717.60	40,907.36	42,134.56	43,399.20	44,701.28	46,042.88	46,962.24
	Maintenance Helper		2080	Hourly							
				Monthly							
				Annual							To be determined. ¹
12M	Laundry Mechanic I		2080	Hourly							
				Monthly							
				Annual							To be determined. ¹
12A	Laundry Mechanic II		2080	Hourly							
				Monthly							
				Annual							To be determined. ¹
12A	Preventative Maintenance Mechanic		2080	Hourly							
				Monthly							
				Annual							To be determined. ¹

¹ Subject to the negotiated settlement at the IUOE Trades Central Table.